

# Crater Lake



# Charter Academy

**SCHOOL POLICIES**

**SECTION C:  
ADMINISTRATION**

Community**ED**

# Crater Lake Charter Academy

Charter Board Policy: CA

Adoption: August 18, 2014

## ADMINISTRATION RESPONSIBILITIES AND GOALS

The purpose of administration is to improve student learning and increase stakeholder satisfaction. All administrative duties and functions will be appraised in terms of the contributions they make to improved instruction and to higher student motivation and achievement.

Administrative responsibilities will include, but not be limited to:

1. Developing the organizational culture - articulating the guiding beliefs of the school and shaping schooling around the learner's needs;
2. Planning strategically;
3. Enabling others to act in behalf of student learning;
4. Demonstrating positive political skills - making improvements in a way that maintains and enhances stakeholder support;
5. Providing leadership - in behalf of curriculum, instruction and assessment around the school's performance standards;
6. Delivering on administrative standards;
7. Managing the school's various facilities, funds and programs effectively;
8. Providing professional advice and counsel to the Board and to any committees established by Board action.

Additionally, licensed administrators will be responsible for:

1. Serving on charter school councils;
2. Evaluating licensed staff;
3. Interpreting policies, procedures and agreements.

**END OF POLICY**

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**Legal Reference(s):**

ORS 332.107 ORS 332.505 ORS 332.515

OAR 581-022-1720

# Crater Lake Charter Academy

Charter Board Policy: CB

Adoption: August 18, 2014

## SCHOOL DIRECTOR

The school director is the public charter school's chief education officer and has, under the Board's direction, general supervision of the public charter school. The executive director is responsible for managing the public charter school under the Board's policies and is accountable to the Board for that management.

The Board may delegate to other public charter school personnel any powers and duties imposed upon the school director by Board policies. Delegation of power or duty, if decided on by the Board, will be established by action of the Board.

In the event of an emergency vacancy in the position of executive director, the Board authorizes the Board Chair to act in the interim to appoint an acting executive director.

END OF POLICY

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**Legal Reference(s):**

ORS 338.115(2)

**Cross Reference(s):**

CBG - Evaluation of the Director

# Crater Lake Charter Academy

Charter Board Policy: CBG

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## EVALUATION OF THE DIRECTOR

The director's job performance will be evaluated formally at least annually. The evaluation will be based on the director's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the director and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The director will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the director and his/her performance will be in executive session, unless the director requests an open session. Such an executive session will not include a general evaluation of any public charter school goal, objective or operation. Results of the evaluation will be written and placed in the director's personnel file.

Any time the director's performance is deemed to be unsatisfactory, the director will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the director pursuant to Board policy, the employment contract with the director and charter agreement.

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## END OF POLICY

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**Legal Reference(s):**  
ORS 338.115(2)

**Cross Reference(s):**  
BDC - Executive Sessions CB - Director

# Crater Lake Charter Academy

Charter Board Policy: CCG

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## LICENSED EVALUATION - ADMINISTRATORS

Each administrator will be evaluated annually by the director, unless evaluated directly by the charter board. The administrator's objectives for the year as well as the continuing duties and responsibilities as defined in the job description for each position will be the basis for the evaluation.

The purpose of administrator evaluations is to assist administrators to develop and strengthen their professional abilities, to improve the instructional program and to improve the management of the public charter school system.

The administrative evaluation system will also include provisions for initiating dismissal, contract nonextension procedures if the need for such procedures is indicated.

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## END OF POLICY

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**Legal Reference(s):**

ORS 192.660(2), (8)

ORS 338.115(2)

ORS 342.815 to- 342.934

Hanson v. Culver Sch. Dist. (FDAB 1975)

# Crater Lake Charter Academy

Charter Board Policy: CHCA

Adoption: August 18, 2014

## APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Charter Board policies, regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected, the public charter school executive director is granted authority to develop staff and student/parent handbooks.

It is essential that the contents of all handbooks conform with public charter school charter, policies and regulations. It is also important that all handbooks bearing the name of the public charter school be of a quality that reflects favorably on the school. The Charter Board, therefore, will review all handbooks and approve them before publication.

All handbooks published are to be made available to the Charter Board. The Charter Board reserves the right to direct revisions for any handbook to comply with Charter Board Policies.

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END OF POLICY

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**Legal Reference(s):**  
ORS 338.115(2)