Proposed Executive Director Goals for SY24

Goal 1: Ensure that Nova Classical Academy is positioned to begin the 2024/2025 school year fiscally sound, measured by the following:

a. Nova Classical Academy ends the 2023/2024 school year within 2% of our final revised budget.

Highly Effective	Effective	Developing	Ineffective
Provides constant flow of budgetary and/or financial information and discussion of ramifications of changes. Gives updates regarding impacts to funding as known.	*Regularly reports to the Board concerning budget and financial status. Gives updates regarding impacts to funding when requested.*	*Reports to the Board when requested.*	*Does not report financial information other than at the annual audit.*

b. Nova Classical Academy ends the year no more than 1% below projected enrollment as documented in the school's final board-approved budget and MARSS reporting system.

Highly Effective	Effective	Developing	Ineffective
Provides twice-a-year updates regarding enrollment and highlights trends.	*Provides an update regarding enrollment along with the final budget for the year.*	*Mentions enrollment if it begins to have a negative impact on the budget.*	*Does not report on enrollment.*

Goal 2: By June 30, 2024, create a description of Nova Classical's model of classical education which includes the following:

a. Compose a formal definition that builds upon Nova Classical's previous definition from 2016-2017, aiming for additional clarity when possible.

Highly Effective	Effective	Developing	Ineffective
Utilizes multiple resources before presenting a formal definition to the Board.	*Refers to some resources before presenting a formal definition to the Board.*	*Presents a definition without utilizing resources.*	*Does not have a formal definition.*

b. Write statements explaining classical education in practice, targeting external stakeholders or individuals with limited familiarity with the subject, ensuring readability at or below an 8th grade level.

Highly Effective	Effective	Developing	Ineffective
Utilizes multiple resources to create the statements.	*Utilizes some resources in creating the statements.*	*Presents statements without resources.*	*Does not complete statements.*

c. Develop a common example that demonstrates the application of the stages of the trivium to learning about a specific topic. This example will be provided to Nova Classical staff to ensure consistent explanations of the trivium stages and showcase its interdisciplinary and versatile nature.	

Highly Effective	Effective	Developing	Ineffective
Demonstrates a knowledge and comfort with examples of the trivium and communicates the examples in multiple ways with Nova Classical staff; encourages training and discussion to further staff understanding and application of the stages of the trivium.	*Demonstrates a knowledge of examples of the trivium and shares them with Nova Classical staff; provides training opportunities as needed for staff who struggle to apply the stages of the trivium.*	*Is somewhat knowledgeable of examples of the trivium; relies on others for information/data; disseminates information to staff, but no training opportunities are provided.*	*Is uninvolved in development of materials regarding the stages of the trivium; dissemination to staff is haphazard or not done.*

d. Create a process to assist staff in determining the alignment of instructional strategies with Nova Classical's classical education model. This process will include providing examples of practices that are typically aligned with our model of classical education, along with their purposes.	

Highly Effective	Effective	Developing	Ineffective
Ensures process is in place, aligned across grade levels, and complies with Nova Classical's classical education model; faculty has access to multiple materials to assist with aligning appropriate practices and in understanding their purposes.	*Ensures process is in place and complies with Nova Classical's classical education model; faculty has access to at least one tool to assist with the alignment.*	*Allows teachers to define their own classical model instructional strategies with little coordination; no school-wide process is in place.*	*Is uninvolved in alignment of instructional strategies; is unaware of progress in developing examples and processes.*

Goal 3: By June 30, 2024, an equity assessment will be completed which analyzes existing policies as well as stakeholder feedback to identify areas where action can be taken to foster a more inclusive community.

Highly Effective	Effective	Developing	Ineffective

Coordinates with the Equity Assessment provider and advocates for opportunities for stakeholder feedback; solicits feedback from a wide sampling of the Nova Classical community including minorities and other under-represented groups.	*Coordinates with the Equity Assessment provider; solicits feedback from many members of the Nova Classical community.*	*When requested, coordinates with the Equity Assessment provider; stakeholder feedback is primarily solicited by the provider.*	*Partially or ineffectively coordinates with the Equity Assessment provider; is unsure what stakeholder feedback has been solicited.*

Goal 4: By June 30, 2024, complete a facilities needs analysis to assess the current and future educational and extracurricular needs of Nova Classical.

Highly Effective	Effective	Developing	Ineffective
Ensures a facilities need analysis is completed that details current and future educational and extracurricular needs of Nova Classical; solicits information from a variety of members of the Nova Classical community including employees (including coaches), students, and parents; actively looks for detailed information to inform future facilities decision-making.	*Ensures a facilities need analysis is completed that details current and future educational and extracurricular needs of Nova Classical; solicits information from many members of the Nova Classical community.*	*Completes a facilities need analysis that looks at current needs of Nova Classical; solicits some information from others in the Nova Classical community.*	*Does not complete the facilities need analysis or does not solicit information from others.*

Goal 5: Operationalize the board-approved communications plan and present on 2nd year progress to the Board in the spring of 2024.

Highly Effective	Effective	Developing	Ineffective
Ensures that the board-approved communications plan to achieve effective communication for all members of the Nova community continues to be followed in a way that meets or exceeds the proposed timeline; monitors that pieces implemented last year are continuing and being modified as needed; in addition to a report on progress in the spring, updates are given throughout the year if changes to the plan or timeline are needed.	*Ensures that the board-approved communications plan continues to be followed and at least meets the proposed timeline; monitors pieces implemented last year; update on the plan and progress is given in the spring.*	*The board-approved communications plan is followed, but not necessarily meeting the timeline; a report is given in the spring.*	*Little to no more progress is made to implement the board-approved communications plan; some information is shared with the Board in the spring.*

In addition to the above goals, the Executive Director has also completed the general duties of the job as explained in the Executive Director Job Description.

Highly Effective	Effective	Developing	Ineffective
The duties were fully completed on time; updates were given to the Board as needed including if there were any issues with meeting the components.	*The duties were mostly completed on time; updates were given to the Board if requested.*	*Most duties were completed, but not necessarily on time; little information was given to the Board.*	*Duties were not completed or not completed in a timely manner; the Board was not informed of issues.*