

Sage Cottage Director Evaluation RESULTS – 2011
1/1/2012

Job Description:

The Sage Cottage Directors are responsible for the overall operation of the school. This includes working with the State to ensure regulation compliance; establishing and overseeing the Cottage program/curriculum; supervising, scheduling, and hiring staff; parent relations; bookkeeping and financial management; and daily operations of the school.

Performance ratings:

- 5 - Exceptional performance
- 4 - Consistent, reliable performance
- 3 - Satisfactory performance
- 2 - Need improvement
- 1 - Unsatisfactory, immediate improvement required

Performance:

Please rate the Cottage Directors' performance numerically (according to the scale above) and provide justification or comments for your rating in the space provided.

Overall Operations of the School rating: **4.4**

**Since Sandra has taken over as Director has seen neat changes.
Since I started working here in August, I have seen changes for the better. School has been painted and organized really nice.
School is running smoothly, staffing seems stable & good.
Clean organized & engaging for kid systems in place – snack, daily note**

Leadership Skills rating: **4.1**

**Sandra has taken on a very big job and she will do her best for employees and parents.
I feel Sandra is easy to work with and works with you if you need time off or changes to your schedule.
I don't have much insight into this, but the staff seems happy to have Erica lead them.
Collaborative & shared**

Communication Skills rating: **4.1**

**Communicates well with the parents and employees. Makes sure she tries to meet people's needs.
Very personable, approachable kind staff.
Child-centered.
Sandra is easy to talk to about anything and explains how things could be done to make it easier on ourselves.**

Erica communicates necessary info on email & class postings.

Managing Financial Responsibilities rating: **4.4**

I think she shows that she is doing what can to make parents, employees like the school. She cares for Sage Cottage a lot.

I think she is doing a great job by shopping thrift stores, buying in bulk at Sam's Club.

Bills go out timely, year end summary offered. (1st time.)

Accomodating & flexible

Identifying and Enforcing Regulatory Health and Safety issues rating: **4.3**

No issues

Very communicative & diplomomatic

Adherence to Policy rating: **4.3**

No issues

Please identify particular strengths and weaknesses you see in the Cottage Director

Does well to delegate work. Deals well with all parents/situations, Maintains professionalism with staff.

I love the small ratio of teachers/students

Erica / Sandra are communicative, responsive & collaborative

Other comments:

The staffing situation, which is always a challenge, seems to be particularly stable and all the current staff seem both capable & content – this is to Erica's credit!

Sandra deals well with staff and parent concerns and problems.

Thanks you for your flexibility, patience & care for my child. Your school has the right balance – it's small – child-centered and revolves around their interests.

Nice structure & setting – very aware of activities thanks to posted plans & notes home. Great social skills development. Nice level of academic readiness without pushing.