JICHS Policy C - General Administration

Policy CBC Principal/Executive Director’s Role and Responsibilities
Policy CBD Principal/Executive Director's Contract
Policy CBI— Evaluation of Principal/Executive Director
Policy CM — School Accountability and Required Reports

Policy CBC Principal/Executive Director's Role and Responsibilities

Issued 9/26

Purpose: To establish the basic structure for the role and the responsibilities of the Principal/Executive Director. The Principal/Executive Director shall be responsible for the operational organization of James Island Charter High School ("JICHS") in all aspects.

The Principal/Executive Director shall carry out operational functions to meet goals established by the Board and within policy limits set by the Board.

The Principal/Executive Director's specific responsibilities include, but are not limited to, the following:

- Develop, implement and maintain an educational program designed to meet the goals established by the Board.
- Recommend policies, guidelines and procedures for adoption by the Board.
- Operate the school within the policies, guidelines and procedures adopted by the Board.
- Recommend the number and types of positions required to provide proper instructional personnel for the operation of the school program within budget parameters established by the Board.
- Nominate for appointment, assign and define the duties of all instructional personnel.
- Prepare for Board approval the annual budget based on educational goals and best financial practices.
- Set clear, student-related objectives for administrators that enable academic progress in schools and evaluate school leaders based on how well each attains those objectives.
- Represent the school before the public and maintain, through cooperative leadership both within and without the schools, such a program of publicity and public relations as may keep the public informed of and engaged in the activities, needs and successes of the schools.

The Principal/Executive Director is the only person in the school with whom the Board is directly involved in decisions regarding appointments of personnel. Because the Board believes the responsibility for operating the school is the Principal/Executive Director's responsibility, the Board has the responsibility to develop a systematic means of evaluating the Principal/Executive Director's effectiveness in implementing the objectives expressed by the board. The Principal/Executive Director has the responsibility for evaluating the effectiveness of all other school personnel.

The Principal/Executive Director has the discretion to delegate to other school personnel any powers and duties imposed upon the Principal/Executive Director by policy or by vote of the Board. The Principal/Executive Director shall remain responsible to the Board despite any such delegation.

The Board shall hold the principal responsible for JICHS achieving the Board's identified goals within the policy framework established by the Board.

Operation in the absence of policy

If a situation arises that requires immediate attention and the Board has no applicable policy, the Principal/Executive Director is authorized to act, provided the Principal/Executive Director advises the entire Board of such action and that no policy exists for the circumstance.

Adopted 9/21/2026

James Island Charter High School

Policy CBD Principal/Executive Director's Contract

Issued 9/26

Purpose: To establish the basic structure for the contractual relationship between the Board and the Principal/Executive Director.

The appointment of the Principal/Executive Director is a function of the Board.

That appointment shall be secured by an explicit contractual agreement which states the term of the contract, general responsibilities, compensation and other benefits, evaluations, leave arrangements and other conditions of employment.

Legal references:

S.C. Code of Laws, 1976, as amended:

Section 30-4-10, *et seq.* - South Carolina Freedom of Information Act. State Board of Education regulations:

Adopted 9/21/2026

Policy CBI— Evaluation of Principal/Executive Director

Issued 9/26

Purpose: To establish the Board's responsibility for the annual evaluation of the Principal/Executive Director in accordance with the James Island Charter High School ("JICHS") Charter.

The Board of Directors ("Board") shall evaluate the Principal/Executive Director annually in accordance with the JICHS Charter, applicable law, and the Principal/Executive Director's employment agreement.

Annual Evaluation

Each spring, Board members shall provide individual input regarding the Principal/Executive Director's performance. The Board shall subsequently establish a collective evaluation of the Principal/Executive Director using the evaluation process and criteria established by the JICHS Charter.

The evaluation shall primarily utilize the Program for Assisting, Developing and Evaluating Principal Performance ("PADEPP"), together with the additional factors identified in the JICHS Charter.

Consistent with the Charter, the evaluation shall include consideration of:

1. vision;
2. planning;
3. fiscal management of JICHS;
4. instructional leadership;
5. effective management and educational program oversight;
6. school climate;
7. the Principal/Executive Director's relations within the school, community, and Board;
8. ethical behavior;
9. interpersonal skills;
10. staff development; and
11. the Principal's professional development.

Principal/Executive Director's performance shall also be measured by adherence to professional expectations and standards and progress toward the goals of JICHS.

The evaluation shall use the performance ratings established by the JICHS Charter: Exemplary, Proficient, and Needs Improvement.

Evaluation Process

The Board may establish procedures and utilize committees to facilitate the evaluation process; however, the formal annual evaluation shall be the collective responsibility of the Board.

The Board and Principal/Executive Director may periodically review goals, priorities, and progress during the evaluation cycle.

The Principal/Executive Director shall be provided a written copy of the completed annual evaluation and shall have an opportunity to respond.

The Board may discuss matters concerning the Principal/Executive Director;s evaluation in executive session as permitted by law. Any action required to be taken by the Board shall occur in open session in accordance with applicable law.

The completed evaluation and any written response from the Principal/Executive Director shall be maintained as part of the Principal/Executive Director's personnel record in accordance with applicable law.

Adopted 9/21/2026

James Island Charter High School

Policy CM — School Accountability and Required Reports

Issued 9/26

Purpose: To establish responsibility for the preparation, submission, approval, of the annual report and other required reporting of James Island Charter High School ("JICHS").

The Board of Directors ("Board") recognizes its responsibility to ensure that JICHS complies with applicable federal and state laws and regulations, JICHS's Charter, and requirements of JICHS's charter authorizer concerning school accountability and reporting.

The Board directs the Principal/Executive Director to coordinate the preparation, submission, and maintenance of all required school reports and accountability documents.

Required reports and documents may include, but are not limited to:

- Reports required under the South Carolina Charter Schools Act;
- Reports and information required by JICHS's charter authorizer;
- School report card and other state accountability information;
- School renewal, improvement, strategic, or other required plans and updates;
- Student achievement and school performance information;
- Financial reports, annual audits, budgets, and other fiscal accountability information;
- Reports required by the South Carolina Department of Education; and
- Other reports required by applicable federal or state law, regulation, the JICHS Charter, or other governmental authority.

Board Review and Approval

Reports requiring formal Board approval shall be presented to the Board for consideration and approval prior to submission.

The Board shall receive information regarding JICHS's academic, operational, financial, and organizational performance sufficient to fulfill its governance responsibilities and monitor JICHS's performance under the JICHS Charter.

Administrative Responsibility

The Principal/Executive Director shall ensure that required reports are prepared accurately and submitted to the appropriate governmental agency, charter authorizer, or other entity within applicable deadlines.

The Principal/Executive Director may assign responsibility for preparing individual

reports to appropriate school personnel, consultants, or contracted service providers but shall remain responsible for coordinating JICHS's compliance with applicable reporting requirements.

The Principal/Executive Director shall ensure that reports and accountability information are made available to the Board and public when required by applicable law, regulation, the JICHS Charter, or Board policy.

Legal References:

- S.C. Code Ann. § 59-40-10, et seq. — South Carolina Charter Schools Act

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