

Appendix XIX: Director of Operations Performance Goals



Director of Operations

Annual Goals

Professional

- Manage, organize and inventory storage to best utilize all space and materials in the school.
- Reorganize school's archives in one central location by January 1st, 2014.
 - Ensure that old files are stored according to the general records retention schedule.
- Revise operation protocols to help streamline procedures with the goal of revising two protocols a quarter for the first year. Can include, but is not limited to the following: Employee Absence Policy, Interviewing New Employees, New Hire Paperwork and input into PHRST, Filing of Personnel Files etc.
- Develop new budget formats to help clearly represent school's financials to the Board of Directors and ensure accurate data is reflected.
- Actively participate in quarterly Business Manager Meetings as a way to establish connections with other Director of Operations and with key Delaware Department of Education staff. Goal is to improve our School's performance by learning what others are doing and leveraging best practices.
- Meet with staff members quarterly to review their performance, personal growth, development and progress to reaching their mutually agreed upon goals.
- Ensure the school meets standard for organizational performance framework.
- Ensure school meets standard for financial framework ratios.
- Minimum score of 3 on peer/team evaluation survey.