



## **215 – SUPERINTENDENT OF SCHOOLS EVALUATION**

### **Introduction**

The Board of Education believes that it is critical to evaluate the Superintendent of Schools (hereafter called the Superintendent) on an annual basis.

### **Policy**

#### **1. The evaluation of the Superintendent is necessary in order to:**

- 1.1 fulfill the contractual provisions of the employment contract between the Superintendent and the Board;
- 1.2 assess the degree to which the Superintendent is meeting the expectations outlined in the job description, the annual district/system goals and in any other directives given by the Board;
- 1.3 commend the Superintendent for accomplishments;
- 1.4 assist in the development of positive relations between the Board and the Superintendent by clarifying the Board's expectations;
- 1.5 build the confidence of the Board and public in the Superintendent and in the school district leadership;
- 1.6 foster the growth and development of the Superintendent;
- 1.7 provide information to assist the Board in considering the potential renewal of the Superintendent's contract.

#### **2. Performance Evaluation Timetable**

The Superintendent of Schools Evaluation Committee shall ensure that the *'Schedule of Activities'* document which outlines the timelines/guidelines for the evaluation process is followed.

#### **3. Annual Review Of Performance**

The Superintendent will, prior to September of each year, prepare for Board consideration, objectives relating to the Board's annual goals found in the Achievement Contract, improvement of District Educational and Operational services, and his personal growth goals, along with a report on the achievement of the previous year's goals. The Board will meet with the Superintendent to review, amend and approve these as it deems advisable in September each year.

Objectives should, where possible, be measurable and have clear time lines.



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A mid-year review of progress toward the mutually agreed upon goals will be conducted in January of each year.

It is understood that the review dates referred to may be varied by mutual consent where some or all of the data required is not available.

### 4. Comprehensive Performance Evaluation

- 4.1 A comprehensive performance evaluation shall be conducted at least once every three years, provided that it is conducted in the year prior to that in which the Superintendent’s contract is due for renewal. The Board may, at its discretion, undertake a comprehensive evaluation of the Superintendent at any time in consultation with the Superintendent.
- 4.2 The Board may, at its discretion, retain an outside consultant to assist in the comprehensive evaluation process.
- 4.3 The questionnaire entitled ‘*Comprehensive Performance Evaluation: Superintendent of Schools*’ shall be distributed for completion to trustees, admin council members, the presidents of partner groups and one-third of school-based administrative staff.
- 4.4 One-third of the school-based administrative staff shall be selected in a two-stage process. In the first stage, the Superintendent will prepare three lists of the administrators, each containing approximately one-half principals and one-half vice-principals. In the second stage, the Chair of the Evaluation Committee will pick one list out of three at random. The administrators on this list will be invited to respond to the questionnaire entitled ‘*Comprehensive Performance Evaluation: Superintendent of Schools*’.
- 4.5 The Evaluation Committee shall compile the responses and provide a copy to each trustee and the Superintendent. The responses shall remain anonymous unless respondents provide personal consent.
- 4.6 The Superintendent may choose to write a response to the comments.
- 4.7 The Evaluation Committee shall prepare a draft report on the Superintendent’s performance for Board consideration, briefly describing the process followed and highlighting commendations, weaknesses and recommendations for growth.



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- 4.8 The Board shall decide, by majority vote, any modifications to the draft report. The final draft report reflecting any modifications shall be submitted to the Board for consideration and adoption.
- 4.9 The Board shall schedule a special meeting within two weeks of receipt of the final draft report for consideration/adoption and assign a rating to the Superintendent’s performance.
- 4.10 The Board Chair and the Superintendent shall sign the final evaluation report.
  - 4.10.1 A copy of all draft reports and the final report shall be provided to the Superintendent.
  - 4.10.2 All respondents’ comments, as compiled by the Evaluation Committee, shall be included in the appendix to the final report.
- 4.11 The Chair of the Evaluation Committee shall destroy all completed questionnaires immediately after the final report on the Superintendent’s performance has been signed off by the Superintendent and the Board Chair.

Date Agreed: November 13, 2002  
Date Amended: February 28, 2007  
January 13, 2010  
Related Documents: School Act Sec. 15,  
Policies 175 and 210