



Section Two: School District Administration

“Together We Learn”

241 – DISTRICT-LEVEL SENIOR ADMINISTRATIVE STAFF: SECRETARY-TREASURER, ASSISTANT SUPERINTENDENT AND DIRECTORS: EVALUATION OF PERFORMANCE

Introduction

The Board of Education recognizes the value of an ongoing regular process of evaluation of district-level senior administrative staff. The Board of Education believes it is important to ensure that an evaluation of performance takes place either annually through an annual growth plan or on a regular basis through a comprehensive performance evaluation of the district-level senior administrative staff.

Policy

1. Regular Evaluation of Performance is necessary in order to:
 - 1.1 facilitate professional growth on the part of district-level administrative staff;
 - 1.2 promote professional excellence;
 - 1.3 facilitate growth on the achievement of provincial, district, and school goals and objectives;
 - 1.4 clarify roles and responsibilities and performance objectives;
 - 1.5 provide feedback to individuals on goal attainment and performance in relation to their professional portfolio, and identify needed supports to continue to achieve goals;
 - 1.6 reassess priorities and ensure that identified priorities are being addressed;
 - 1.7 ensure that effective leadership and innovative teamwork is being provided for in the school system; and
 - 1.8 provide information to assist consideration of the potential renewal of the individual's contract.
2. The Board requires the Superintendent of Schools to implement a system of regular evaluation of performance whether it be by way of an annual growth plan or a comprehensive performance evaluation of all district-level senior administrative staff. In the case of the Directors, this evaluation may be delegated to the Secretary-Treasurer or the Assistant Superintendent.
3. The evaluation process should be:
 - objective;
 - fair;
 - focused on the specific job descriptions;



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- designed to consult with others including students, staff, parents, trustees and/or community members where appropriate;
 - designed to recognize strengths and establish goals for improvement;
 - designed to commend excellence; and
 - provide data to assist in decision making regarding staff improvement, portfolio assignments, promotion, retention and termination.
4. Annual Growth Plan
On a yearly basis, other than a year when a comprehensive performance evaluation is being conducted, on a predetermined schedule, the individual senior level administrative staff member shall meet with the Superintendent or designate (where appropriate) and review the previous year’s growth plan (if any), the individual’s personal growth goals, report on the attainment of the previous year’s goals, and demonstrate that the objectives outlined in 1.1 – 1.8 have been met.
5. Comprehensive Performance Evaluation
A comprehensive performance evaluation shall take place within the first two years of the employee’s new administrative assignment. If the staff member successfully completes the initial evaluation process, subsequent comprehensive performance evaluations will occur in the year prior to consideration of a contract renewal, and in any event, within a time period not to exceed five years. In addition, the Board may direct, or the Superintendent may undertake, a comprehensive performance evaluation at any time, in consultation with the district-level senior administrator.
In the case of the Secretary-Treasurer and Assistant Superintendent, the Superintendent will provide a summary of the recommendations coming forth from the comprehensive performance evaluation.
6. Information for the Board
The Superintendent will report to the Board annually to outline the evaluations which have been completed.