

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section ROLE DESCRIPTION

Policy Name DIRECTOR OF EDUCATION PERFORMANCE REVIEW
Management Guideline Applies

804

Board Approved:

New: August 2024~~*Reviewed:—*~~

Review by:

POLICY

The Director of Education Performance Review strengthens the organization by making it accountable and proactive in enhancing student achievement and well-being and addressing the needs of students and the broader school community. This process will help maintain the reputation and public confidence in the Board.

The Director of Education Performance Review process is a mutual and reciprocal learning opportunity for both the Director and the Board of Trustees and is designed to enhance the relationship between the Director and the Board of Trustees.

The Director of Education Performance Review process is an opportunity to confirm and acknowledge successes and identify areas of focus in the leadership and management of the school system, as well as demonstrates the importance of continuous improvement throughout the system. It is an opportunity to clarify expectations, set goals and priorities, and engage in constructive and strategic dialogue.

When the Director is provided with concrete feedback from the Board of Trustees on his/her professional development and performance plan. -

DEFINITIONS

Performance Appraisal Committee (PAC): A group established under subsection 3.1 of this Policy is responsible for conducting the performance appraisal of the Director of Education.

Community Partners and Stakeholders: Persons or entities that interact with the Board, including advocacy groups, First Nations, Métis and Inuit partners, business and labour organizations, municipal and childcare partners, and social service agencies.

Evaluation Cycle: The period during which the performance of the Director of Education is appraised.

Full Evaluation Cycle: An evaluation cycle commencing on July 1 and ending on June 30 of the following year.

Interim Evaluation Cycle: An evaluation cycle as determined in accordance with section 4 of this policy.

RESPONSIBILITY

The Superior-Greenstone District School Board of Trustees is responsible for ensuring the performance appraisal process is conducted in accordance with this policy. The Performance Appraisal Committee, consisting of selected Board members, will carry out the appraisal process.

SCOPE

This policy covers the establishment of the appraisal committee, timing and actions required during evaluation cycles, and the steps for interim and full evaluation cycles. It also outlines the responsibilities of the committee, Board members, and other stakeholders involved in the appraisal process.

SPECIFIC DIRECTIVES

1.0 Establishment of the Performance Appraisal Committee (PAC)

1.1 By May 15 each year, a committee of three to seven Board members will be

1.2 One member of the PAC will be elected by a majority as the Chair of the PAC

1.3. The committee will be responsible for evaluations occurring between July 1 of the current year and June 30 of the following year.

2.0 Timing of Evaluation Cycles

2.1 Directors starting before March 1, 2024, will begin their first full evaluation cycle on July 1, 2024.

2.2 Directors starting on or after March 1, 2024, will have their interim evaluation cycle end on June 30, 2025, with their first full evaluation cycle beginning on July 1, 2025.

3.0 Actions During Evaluation Cycles

3.1 Detailed steps and timelines for actions during both interim and full evaluation cycles are outlined in Tables 1 and 2 (Appendix A) respectively.

4.0 Bi-Annual Feedback

4.1 In the first full evaluation cycle and every second cycle thereafter, an external entity with at least five years of experience in multi-source executive performance assessments will be engaged to collect feedback and prepare a report.

5.0 Performance Plan and Appraisal

5.1 A performance plan will be developed, finalized, and updated as needed, including specific actions, goals, and evaluation methods.

5.1 _____
and assign performance ratings.

EVALUATION

Timelines for Review

This policy will be reviewed every four (4)

By May 16	Board of Trustees	Performance Appraisal Committee (PAC) Established PAC Chair + 3-6 members
By July 31	Board of	

45 Days after start date By October 15	Minister	Minister provides written notice if they will engage in providing feedback (during the process).
By January 7, 2025	PAC Chair	Requests feedback from Board of Trustees
By January 22, 2025	Board of Trustees	Provides feedback to the PAC Chair
By February 5, 2025	PAC Chair	PAC Chair + at least one other member of PAC meets with the Director of Education to review the progress towards implementing and achieving the goals of the Performance Plan.
By June 10	Director of Education	Updating of Performance Plan
By June 20	PAC Chair	Provides a draft Performance Appraisal Report to Board of Trustees
By June 20	Board of Trustees	Provides feedback on the draft Performance Appraisal Report to the PAC
By June 30	PAC Chair	Provides the draft Performance Appraisal Report to Board of Trustees