

POLICY 116: Superintendent of Schools/CEO Evaluation

The Superintendent/CEO and the Board of Education recognize the need to evaluate the Superintendent's/CEO's performance. The Board is committed to accountability, professional growth, and strengthening the relationship between the Board and the Superintendent/CEO; evaluation will be undertaken to accomplish these commitments.

Evaluations

1. The Objectives of the Evaluation

- 1.1 The Board of Education has a responsibility to the district and the public to ensure that the Superintendent of Schools/CEO meets the statutory requirements as specified in the *School Act* and that the roles and responsibilities in the district as specified by the Board are carried out in a satisfactory manner;
- 1.2 Personal professional growth and development focused on feedback from the Board, senior staff, Indigenous Rightsholders, and educational partners in the district;
- 1.3 Ensure a constructive and effective working relationship in maintaining productive communication with the Board.

2. Scope of the Evaluation

- 2.1 The scope of the evaluation will be based on Policy 115: Superintendent of Schools/CEO Roles and Responsibilities.
- 2.2 The evaluation is linked to the Strategic Plan.

3. Evaluation Process

The evaluation cycle supports the professional growth and accountability of the Superintendent of Schools/CEO. The evaluation process includes an annual growth plan review and regular comprehensive performance evaluations throughout the Superintendent of Schools/CEO's tenure.

Both the Professional Growth Plan and the Comprehensive Performance Evaluation is based on the following:

- 3.1 Is aligned with and based upon the Superintendent's/CEO's roles and responsibilities.
- 3.2 Is aligned with the district's Strategic Plan.
- 3.3 Uses multiple data sources.
- 3.4 Elicits evidence and examples to support subjective assessments.

- 3.5 Feedback will be provided annually, supported by specific examples and will focus on areas over which the Superintendent/CEO has authority. The Superintendent/CEO cannot be held accountable for areas over which authority has not been granted.
- 3.6 There are two procedures used to support the professional growth and evaluate the performance of the Superintendent/CEO:
 - 3.6.1 Annual Professional Growth Plan: The Annual Professional Growth Plan will be prepared and presented to the Board of Education each November. The Growth plan will consist of an annual presentation of accomplishments as they relate to the furthering of the Board's Strategic Plan as well as professional learning goals. The Board will discuss and provide feedback on this plan.
 - 3.6.2 Comprehensive Performance Evaluation of the Superintendent/CEO will be done during or immediately following the first year of the contract of a new Superintendent/CEO, and subsequently in the year prior to the renewal of the Superintendent's/CEO's contract. The Comprehensive Performance Evaluation will be based on a [survey](#) that is administered to all Trustees, the Secretary-Treasurer, Directors, Principals and Partner Groups and conducted by a mutually agreed upon external facilitator.
- 3.7 Emphasizes the use of evidence for evaluation purposes.
4. **Board/Superintendent of Schools/CEO Agreement**
 - 4.1 As the Superintendent/CEO is employed by the Board of Education, all procedures related to the evaluation of the Superintendent of Schools/CEO must be undertaken by the Board as a corporate body.
 - 4.2 The Board will ensure that the scheduling and procedures for the evaluation are mutually agreed upon between the Superintendent/CEO and the Board.
5. The Board shall meet with the Superintendent/CEO, share the outcomes of evaluation, and provide the Superintendent/CEO with an opportunity to respond. The Superintendent/CEO shall also be provided with a copy of the evaluation report.
6. The Board Chair and the Superintendent/CEO will sign the final report. The Superintendent's/CEO's signature on the document will indicate that the report has been received. The Superintendent/CEO may provide a commentary on the report which, if provided, will be appended to the report. A copy of the report will be given to the Superintendent/CEO and the original, with appendix (if any), shall be retained in the Superintendent's/CEO's personnel file.

7. The Board, in consultation with the Superintendent/CEO, may make adjustments to the criteria, process and frequency of the evaluation, as it deems appropriate.