



Northeastern Catholic District School Board

DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL

Policy Number: T-9

Authority: 17-10/17-242/20-11

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) believes that an annual performance appraisal process for the Director of Education provides a forum for constructive dialogue and exchange of information between the Director and the Board of Trustees. This process is an opportunity for both the Board and the Director of Education to clarify expectations and goals, to review past accomplishments, and to agree on the needs and priorities of the system. The Board holds the belief that the primary purpose of the performance appraisal process is to provide feedback for the professional growth of its sole employee. The end result provides clear objectives for the coming year. The Board believes that a trusting, mutually-respectful and cooperative relationship between the Board of Trustees and the Director of Education and a mutual understanding of their distinct roles leads to effective governance.

REFERENCES

Education Act, Section 169.1 Duties and Powers of Boards

Education Act, Section 283 Chief Executive Officer

Education Act, Section 283.1 Additional Duties of Director of Education

Ontario Regulation 309 Supervisory Officers

Municipal Freedom of Information and Protection of Privacy Act

NCDSB Vision and Mission Statements

NCDSB Multi-Year Strategic Plan

NCDSB Policy T-13 Division of Duties and Responsibilities between the Board of Trustees and the Director of Education

NCDSB Policy P-18 Line of Responsibility

Good Governance for School Boards: Trustee Development Program

NCDSB Administrative Procedure APT005 *Director of Education Performance Appraisal*

DEFINITIONS

Nil.

POLICY REGULATIONS

- 1.0 The annual performance review for the Director of Education shall be initiated by the Chair of the Board in August. The Chair is responsible for leading the performance review process and establishing appropriate timelines. It is recommended that all Trustees provide feedback on the performance review, through the Chair.

- 2.0 The Chair and Vice-Chair will meet with the Director to review the appraisal process for the coming year, including a review of previous years' goals and identify goals for the next year.
- 3.0 The process will include an opportunity for the Director of Education to make a presentation to the members of the Board on the progress that is being made on the multi-year strategic plan. The multi-year strategic plan provides the basis for evaluation of the Director of Education as it is a governance document that has been approved by the Board for implementation by the Director. During this presentation, the Director of Education will also have the opportunity to make recommendations to the Board regarding priorities that may need to be re-evaluated by the Board.
- 4.0 The Director of Education shall provide regular feedback on the multi-year strategic plan and other aspects of system leadership throughout the year to assist the Board to monitor performance on a regular basis as part of its governance role.
- 5.0 The Chair of the Board will circulate to Trustees and various stakeholders, all forms, the Director's Report and a summary of the process. Trustees and stakeholders will be asked to complete the survey and return it to the Chair on or before the scheduled Board Meeting in April.
- 6.0 The Chair and Vice-Chair of the Board shall review the information collected and the Chair and the Vice-Chair shall prepare a written appraisal report based on the information collected. This appraisal report will be reviewed by the Board of Trustees and then submitted to the Director of Education by May 31 of each year.
- 7.0 The Director of Education shall then respond. The appraisal report and Director of Education's response shall be received by the Board for review, approval, and disposition by the final Board meeting in June.
- 8.0 The Director of Education shall file an annual report identifying areas of focus for attention for the upcoming school year at the September Board meeting. The report shall consider any recommendations arising out of the appraisal report and the Director's response from the previous school year.
- 9.0 The appraisal report and response of the Director shall be filed in the Director of Education's file with the Human Resources department with a copy provided to the Director of Education.