

EVALUATION OF THE SUPERINTENDENTA. INTRODUCTION:

The Board believes that there exists a direct relationship between the performance of the Superintendent and the effective operation of the education component of the Division. In recognition of this relationship, the Board adopts this policy on conducting an annual evaluation of the Superintendent.

B. COMPONENTS OF THE EVALUATION:

1. Clarify the Superintendent's role in the school system through a review of the job description.
2. Develop a harmonious working relationship among the Board, Secretary-Treasurer and Superintendent.
3. Improve job performance through an objective analysis of past performance in light of agreed upon objectives, goals and responsibilities.

C. PROCEDURES:

1.
 - a) At the first Regular Board meeting in April, trustees will receive the Superintendent's prior composite, goals status report and a new evaluation form
 - b) Trustees will then complete the evaluation form prior to the May Education meeting. The evaluation is to be returned to the Board Chair or Education Chair.
2.
 - a) At the May meeting of the Education Committee, the Board Chair, Superintendent and the Committee will review the Superintendent's job description.
 - b) The Chair and one other member of the Education Committee will compile numerical results of the Superintendent evaluation survey as submitted.
3. At a special meeting before the end of May, the Board will meet to discuss the composite evaluation which will include comments and recommendations for the Superintendent. The Board Chair is responsible for completing a final composite evaluation, which will be sent by email to each Trustee. Trustees will respond to the Board Chair within three days, if they have concerns.
4. The Superintendent will receive the composite and review it with the Board Chair prior to the first board meeting in June.
5. At the first meeting regular Board meeting June the Superintendent will respond to the evaluation and establish his goals for the next year.
6. After the Board has accepted, by motion, the complete evaluation which includes a copy of the composite evaluation, the Superintendent's written response and the Superintendent's goals). It will become part of the Superintendent's personnel file.

APPENDIX FORM A

EVALUATION OF THE SUPERINTENDENT:

EVALUATION RATINGS:

- 3 - Exceeds job requirements
- 2 - Meets job requirements
- 1 - Needs improvement When selecting 1 - comments must be provided

A. Educational Leadership:

- 1. Provides necessary information to the board so it can make decisions for the following:
 - a. Curricula 3 2 1
 - b. Staff allocation 3 2 1
 - c. Capital facilities 3 2 1
 - d. School sites 3 2 1
 - e. Student needs 3 2 1
 - f. Educational equipment 3 2 1
 - g. New programming 3 2 1
- 2.
 - a. Interprets the code of conduct as it applies to suspensions, and administers it appropriately in the division 3 2 1
 - b. Provides information regarding student suspensions to parent(s)/legal guardian(s) and the Board 3 2 1
 - c. Ensures that parent(s)/legal guardian(s) have been notified 3 2 1
 - d. Reports the suspensions to the board at the next meeting 3 2 1
- 3.
 - a. Supervises and evaluates *educational* staff as per board policy 3 2 1
 - b. Plans and implements a professional development strategy 3 2 1
 - c. Plans and performs regular evaluations of principals 3 2 1
- 4.
 - a. Maintains appropriate personnel records 3 2 1

	b	Essential documentation is maintained	3	2	1
6	a.	Attends meetings and conferences on educational matters	3	2	1
	b.	Reports to the board current issues, trends and concepts that impact the education of students	3	2	1
	a.	Gives direction to the educational leaders on interpretation and application of the laws and policies as they relate to education and Turtle Mountain School Division	3	2	1
	b.	Provides the board with information on changes in law and recommends changes in policies	3	2	1
8	a.	Acts on his own discretion when neither policy or law provide guidance on matters relating to education	3	2	1
9		Involved in MASS (Manitoba Association School Superintendent)	3	2	1

Comments and Recommendations:

Board Communication

1		Attends meetings as required	3	2	1
2		Prepares relevant reports as a regular agenda item for the board meeting	3	2	1
3		Provide agendas and minutes for Education committee specific meetings	3	2	1
4		Provide information to the board on topics relating to negotiation	3	2	1
5		Provide information to the board relating to budget and planning	3	2	1
6		Provide full accurate information in a timely manner.	3	2	1

Comments and Recommendations:

Staff Communications:

1	Staffing			
	a. Employs staff based on policy K-14	3	2	1
	b. Accepts resignations from personnel under the position's jurisdiction	3	2	1
	c. Accepts or denies leaves of absence	3	2	1
	d. Appoints to permanent staff from term staff	3	2	1
	e. Makes transfers prior to May 1 st	3	2	1
	f. Advises the board immediately of any changes in staff (email)	3	2	1
2	Ensures open communication between the Superintendent and staff	3	2	1
3	Provides staff with relevant information	3	2	1
4	a. Ensures that the boards progressive discipline policy is followed	3	2	1
	b. Informs the board and supervisor immediately of suspensions	3	2	1

Comments and Recommendations:

Communication

1	Acts as a public relations officer for the Division and Board	3	2	1
2	a. Explains the policy under his jurisdiction to staff and	3	2	1
	b. Reviews policies with staff on a regular basis.	3	2	1
3	a. Processes complaints received from staff and stakeholders	3	2	1
	b. Investigates complaints for a broad understanding of the situation	3	2	1
4	Presents to the board results and recommendations	3	2	1

Comments and Recommendations:

Human Relations

1	Deals with the following with consideration and tact:			
	a. Board	3	2	1
	b. Educational staff	3	2	1
	c. Public	3	2	1
	d. Shows consideration and tact dealing with others	3	2	1
2	Operates well in a dual system	3	2	1

Comments and Recommendations:

Overall Comments and Recommendations:
