

EVALUATION OF THE SUPERINTENDENT/CEO

A. INTRODUCTION:

The Board believes that there exists a direct relationship between the performance of the Superintendent/CEO 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/CEO.

B. COMPONENTS OF THE EVALUATION:

1. Clarify the Superintendent's/CEO'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/CEO.
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 Regular Board meeting in April, trustees will receive the Superintendent's/CEO's prior composite, goals status report and a new evaluation form
 - b) Trustees will then complete the evaluation form after the Regular Board meeting in May.
2.
 - a) At the May meeting of the Education Committee, the Board Chair, Superintendent/CEO and the Committee will review the Superintendent's/CEO's job description.
 - b) The Chair will ensure results of the Superintendent/CEO evaluation survey are collected and compiled.
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/CEO. 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/CEO will receive the composite and review it with the Board Chair prior to the first board meeting in June.
5. At the regular Board meeting in June the Superintendent/CEO 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/CEO's written response and the Superintendent's/CEO's goals). It will become part of the Superintendent's/CEO's personnel file.

Cross Reference:

Amended Date: April 23, 2014

Policy Review Date:

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PERCEPTIONS OF THE BOARD

The rating scale runs from 1 to 4

- 1 – Almost Never
- 2 – Sometimes
- 3 – Frequently
- 4 – Always

The Superintendent/CEO provides adequate information regarding:

- 1. Staff allocation
- 2. Current educational issues and trends
- 3. Recommended changes in policy
- 4. Strategic direction of school division
- 5. Budget
- 6. Superintendent/CEO Reports to the Board (new programming, student suspensions, evaluation of staff, provincial priorities, etc.)

Comments on the Superintendent/CEO providing adequate information:

The Superintendent/CEO performs roles as expected in the following areas:

- 1. Provides effective educational leadership
- 2. Provides clear direction in the overall achievement of mission, vision, values and goals
- 3. Establishes and maintains positive, professional working relationships with the Board and other personnel
- 4. Unites people toward common goals
- 5. Demonstrates a high commitment to the needs of students
- 6. Effectively solves problems
- 7. Acts on items requiring a response and does so in a timely manner
- 8. Effectively communicates to staff and community when necessary
- 9. Sets a personal example of what is expected
- 10. Makes certain that people adhere to agreed - standards
- 11. Challenges people to try new approaches
- 12. Finds ways to celebrate accomplishments
- 13. Provides professional development aligning with strategic plan
- 14. Fiscally responsible with the budget that is set out
- 15. As outlined in Superintendent's/CEO's Professional Growth Plan

Comments related to the Superintendent/CEO performing his/her roles:

Open ended question responses:

- 1. Of all the things the Superintendent/CEO does, what do you want him to continue doing and make sure not to change?
- 2. What is the one thing you want the Superintendent/CEO to be aware of in the way he/she leads?
- 3. What would you like to see the Superintendent/CEO start doing or do more of in order to become a better leader?

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LEADERSHIP PRACTICES

Perceptions of Principals and Assistant Superintendent/CEO "Direct Reports"

The rating scale runs from 1 to 4

- 1 – Almost Never
- 2 – Sometimes
- 3 – Frequently
- 4 – Always

The Superintendent/CEO:

1. Provides effective educational leadership
2. Provides clear direction in the overall achievement of mission, vision, values and goals
3. Establishes and maintains positive, professional working relationships
4. Unites people toward common goals
5. Demonstrates a high commitment to the needs of students
6. Empowers others
7. Effectively solves problems
8. Acts on items requiring a response and does so in a timely manner
9. Effectively communicates to staff and community when necessary
10. Sets a personal example of what is expected
11. Makes certain that people adhere to agreed - standards
12. Challenges people to try new approaches
13. Actively listens to diverse points of view
14. Finds ways to celebrate accomplishments
15. Is clear about his philosophy of leadership

Open ended question responses:

- A. What does the Superintendent/CEO do, if anything, that helps you do your job?
- B. What does the Superintendent/CEO do, if anything, that makes doing your job more difficult?
- C. What suggestions do you have for the Superintendent/CEO in regards to next steps in order to enhance you to do your job in the future?

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