



Section Two: School District Administration

“Together We Learn”

240 – DISTRICT-LEVEL ADMINISTRATIVE STAFF: EVALUATION OF PERFORMANCE

Introduction

The Board of Education recognizes the value of an ongoing regular process of evaluation of district-level administrative staff. The Board of Education believes it is important to ensure that an evaluation of performance takes place either annually through an annual growth plan or on a regular basis through a comprehensive performance evaluation of each member of district-level administrative staff.

Policy

1. Regular Evaluation of Performance is necessary in order to:
 - 1.1 facilitate professional growth on the part of the district-level administrative staff;
 - 1.2 promote professional excellence;
 - 1.3 clarify roles and responsibilities and performance objectives;
 - 1.4 provide feedback to individuals on goal attainment and performance in relation to their professional portfolio and identify needed supports;
 - 1.5 reassess priorities and ensure that identified priorities are being addressed;
 - 1.6 commend accomplishments;
 - 1.7 provide information to assist consideration of the potential renewal of the individual's contract.
2. The Board requires the Superintendent of Schools, or designate, to implement a system of regular evaluation of performance whether it be by way of an annual growth plan or a comprehensive performance evaluation of all district-level administrative staff.
3. The evaluation process should be:
 - objective;
 - fair;
 - focused on the specific job descriptions;
 - designed to consult with other staff and trustees where appropriate;
 - designed to recognize strengths and establish goals for improvement;
 - designed to commend excellence; and
 - provide data to assist in decision making regarding staff improvement, portfolio assignments, promotion, retention and termination.



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4. Annual Growth Plan

On a yearly basis, on a predetermined schedule, the individual administrative staff member shall meet with the Superintendent or designate and review the previous year's growth plan (if any), the individual's personal growth goals, report on the attainment of the previous year's goals, and demonstrate that the objectives outlined in 1.1 – 1.7 have been met.

5. Comprehensive Performance Evaluation

A comprehensive performance evaluation shall take place within the first two years of the employee's new administrative assignment. If the employee successfully completes the evaluation process, the district-level administrative staff member will participate in the annual growth plan process. The Board may direct, or the Superintendent may undertake, a comprehensive performance evaluation of the district-level administrative staff member at any time in consultation with the district-level administrative staff member. The comprehensive evaluation will be more in depth and may include seeking additional feedback respecting the performance of the district-level administrative staff member.

6. Information to the Board

The Superintendent will report to the Board annually to outline the evaluations which have been completed.

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Date Amended: April 1, 1998

Date Reviewed/Amended: November 13, 2002

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Related Document: Policy 241