



# Administrative Procedure: Performance Appraisal for Superintendents

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## 1.0 Process

- 1.1 Superintendents will develop a written plan each fall which includes:
  - 1.1.1 Areas of focus (portfolio);
  - 1.1.2 Objectives/goals;
  - 1.1.3 Sample strategies/activities;
  - 1.1.4 Key results expected;
  - 1.1.5 Evidence of growth/success.
- 1.2 Each superintendent will meet annually with the Director to discuss:
  - 1.2.1 Outcomes from the previous year;

1.2.2 The written plan for the current year.

1.3 A written summary of the discussion will be provided by the Director. Superintendents will be given an opportunity to share their department plans with senior administration at an executive council meeting.

## 2.0 Superintendent Appraisal Process

2.1 The procedure assumes competency on the part of the Superintendent. In cases where competency is the issue, this procedure will guide, but not limit, the process to be determined by the Director.

2.2 Superintendents shall be evaluated once every five years or as deemed necessary by the Director.

2.3 Superintendents shall be evaluated by the Director.

2.4 The Director will notify the Superintendent 20 school days prior, in writing, to the commencement of the evaluation process.

2.5 The steps of the process are as follows:

2.5.1 Notification of the Superintendent;

2.5.2 Review of Process and Establishment of Key Dates;

2.5.3 Collection of Data;

2.5.4 Analysis of Data;

2.5.5 Superintendent /Director Meeting: Questions and Clarification;

2.5.6 Preparation of Draft Report;

2.5.7 Presentation of Report;

2.5.8 Response from Superintendent.

## 3.0 Data Collection

- 3.1 The Superintendent is responsible for collecting or creating any or all of the following documentation, as instructed and supported by the Director:
  - 3.1.1 department improvement plan(s);
  - 3.1.2 examples of a principal/senior manager evaluation;
  - 3.1.3 a personal professional development plan as part of a working portfolio;
  - 3.1.4 examples of administrative reports and memorandums.
  - 3.1.5 input from direct reports to the Superintendent may be taken into consideration ie: principal and senior managers.

## 4.0 Superintendent/Director Meeting

- 4.1 The Director will meet with the Superintendent to:
  - 4.1.1 provide opportunities for a discussion of data, Superintendent reflection and planning for the future;
  - 4.1.2 conclude and summarize the process - in the case of satisfactory or better performance; c) continue the process within specified parameters - in the case of performance that requires improvement.

## 5.0 Written Report

- 5.1 The Director will provide a written and signed report to the Superintendent who will be required to sign as acknowledgement of receipt.
- 5.2 The signed report will become part of the Superintendent's employment records. The Superintendent will receive the written report within the timeframe described herein.
- 5.3 The report will reflect:

- 5.3.1 The ongoing consultation between the Director and the Superintendent, including a summary of the concluding meeting;
- 5.3.2 A summary of the performance of the Superintendent.
- 5.3.3 The Superintendent may provide a written response to be included with this document.