

## **Administrative Staff: Evaluation of Performance**

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### **PREAMBLE**

School districts are required to put in place a comprehensive plan to evaluate the work performance of all exempt staff on a regular basis, and to fairly and accurately articulate/differentiate levels of individual performance in part for the purpose of assigning appropriate (varied) wage increases to eligible employees. Performance evaluation should provide meaningful feedback to employees to facilitate professional growth. Professional Growth Plans are seen as an effective model to support staff development, and to focus individual growth in a manner that benefits the District.

### **POLICY**

The Board of Education recognizes the value of an ongoing regular process of evaluation of district- and school-based administrative and excluded support staff. The Board of Education believes it is important to ensure that an evaluation of performance takes place annually through a comprehensive performance evaluation, supplemented by an annual professional growth plan.

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Date Adopted: 2018-05  
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Statutory:



## **REGULATIONS AND PROCEDURES # 4.50.01**

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#### **REGULATIONS AND PROCEDURES**

1. Regular evaluation of performance is necessary in order to:
  - 1.1. Facilitate professional growth on the part of the district- and school-based administrative staff and excluded support 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 and provide needed support(s);
  - 1.5. Reassess priorities and ensure that identified priorities are being addressed;
  - 1.6. Comment on accomplishments;
  - 1.7. Provide information to assist consideration of the potential renewal of the individual's contract; and,
  - 1.8. Inform any potential salary adjustment, which will recognize exemplary individual and team contributions supporting a performance-based culture.
2. The Board of Education is solely responsible for the performance evaluation of the Superintendent of Schools and, through the Superintendent of Schools, is responsible for the performance

evaluation of the District Senior Management Team (i.e. Secretary Treasurer, Assistant Superintendents, and Deputy Secretary Treasurer).

3. The Board of Education delegates authority to the Superintendent of Schools to ensure all other performance evaluations necessary in a manner consistent with this policy. Immediate supervisors of any staff member covered by this policy shall be responsible to ensure necessary performance evaluations occur.
4. The system of regular evaluation of performance shall be objective, fair, focussed on the specific duties and responsibilities of the job, consistent with the job description, designed in consultation with affected staff, recognize strengths and establish goals for improvement, recognize excellence, and remain confidential.
5. Should the performance review raise questions about an individual's suitability to retain their position, the process should be suspended and transition into a formal evaluation/review as expressed in the individual's employment contract. If the employment contract is silent on structure/form of such an evaluation, then the Comprehensive Performance Evaluation contained in this policy shall be undertaken.
6. The District shall provide opportunities to receive training and/or professional development, through the Professional Growth Plan process, to increase key skills and knowledge to be successful in their position.
7. The Superintendent of Schools shall sign-off on all district- and school-based administrative and excluded support staff evaluations, and will provide a final sign-off/approval on any decision to advance a staff member to the next step on their salary grid.
8. The Superintendent of Schools will report to the Board of Education annually outlining evaluations which have been completed.

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