

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<u>Role Expectation: Student Welfare</u>	<u>Superintendent Evaluation Evidence</u>	<u>Quality Indicators</u>
<ul style="list-style-type: none">• Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.• Ensures the facilities adequately accommodate Division students.• Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.• Acts as, or designates, the local attendance counsellor for the Division.	<ul style="list-style-type: none">• Internal Report• Survey results• EBS or alternative results	<ul style="list-style-type: none">• Develops measurements and monitors progress relative to providing a safe and caring environment.• Provides analysis of incident reports.• Implements the requirements of Occupational Health and Safety legislation, including required staff professional development.• Complies with legislative requirements to appoint attendance counsellor for the Division.

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<p align="center"><u>Role Expectation: Educational Leadership</u></p>	<p align="center"><u>Director Evaluation Evidence</u></p>	<p align="center"><u>Quality Indicators</u></p>
<ul style="list-style-type: none"> • Provides leadership in all matters relating to education in the Division. • Ensures students in the Division have the opportunity to meet the standards of education set by the Minister. • Implements education policies established by the Minister and the Board. 	<ul style="list-style-type: none"> • Internal Report • Direct Board Observation 	<ul style="list-style-type: none"> • The Director conducts an analysis of student success and ensures development of action plans to address concerns. • The Director identifies trends and issues related to student achievement to inform the setting of yearly priorities and outcomes. • The Director meets all timelines with provision for appropriate Board input relative to the annual review of priorities and outcomes. • The Director ensures the Division's key results are published. • The Director achieves the key results approved by the Board.

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<p align="center"><u>Role Expectation: Personnel Management</u></p>	<p align="center"><u>Director Evaluation Evidence</u></p>	<p align="center"><u>Quality Indicators</u></p>
<ul style="list-style-type: none">• Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.• Monitors and improves the performance of all staff.	<ul style="list-style-type: none">• Internal Report • Direct Board Observation	<ul style="list-style-type: none">• High quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes are developed and effectively implemented.• The Director models a commitment to personal and professional growth.• High standards of instruction and professional improvement are fostered.• Training of administrators is provided.• The Director models high ethical standards of conduct.• Board personnel policies are followed.

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<p align="center"><u>Role Expectation: Policy/Procedures</u></p>	<p align="center"><u>Director Evaluation Evidence</u></p>	<p align="center"><u>Quality Indicators</u></p>
<ul style="list-style-type: none"> • Provides leadership in the planning, implementation and evaluation of Board policies and administrative procedures. 	<ul style="list-style-type: none"> • Internal Report • Direct Board Observation 	<ul style="list-style-type: none"> • The Director appropriately involved individuals and groups in the Board policy and administrative procedures development process. • The Director ensures policy is adhered to. • Policies are revised in a timely fashion. • The Director takes leadership in bringing policies to the Board for review. • The Director demonstrates a knowledge of and respect for the role of the Board in policy processes.

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<p><u>Role Expectation:</u> <u>Director/Board Relations</u></p> <ul style="list-style-type: none">Establishes and maintains positive professional working relations with the Board.Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.Keeps the Board informed through the provision of required accountability reports.	<p><u>Director Evaluation Evidence</u></p> <ul style="list-style-type: none">Direct Board Observation Internal Report	<p><u>Quality Indicators</u></p> <ul style="list-style-type: none">Board agendas are prepared and distributed to trustees in sufficient time to allow for appropriate trustee preparation for the meeting.The Director keeps the Board informed about Division operations.The Director provides the Board with balanced, sufficient, concise information and clear recommendations in agendas.The Director interacts with the Board in an open, honest, proactive and professional manner.The Director provides support to the Board re: lobby efforts on behalf of the Division.Ensures high quality management services are provided to the Board.The Director provides the Board with correspondence directed to the Board or trustees.The Director implements Board directions with integrity in a timely fashion.
---	---	--

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<p><u>Role Expectation:</u> <u>Continuous Improvement Planning and Reporting</u></p>	<p><u>Director Evaluation Evidence</u></p>	<p><u>Quality Indicators</u></p>
<ul style="list-style-type: none">• Leads the Continuous Improvement Planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved.• Involves the Board appropriately (Board identification of priorities and outcomes, opportunity for Board input early in the process, final Board approval).• Reports annually on results achieved.	<ul style="list-style-type: none">• Direct Board Observation• Internal Report	<ul style="list-style-type: none">• The budget and priorities and key results are developed according to a timeline which ensures the Board's ability to provide direction and revise priorities.• Develops short and long-range plans to meet the needs of the Division and provide for continuous improvement.• Provides accountability reports as directed by the Board.

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<p align="center"><u>Role Expectation:</u> <u>Organizational Management</u></p>	<p align="center"><u>Director Evaluation</u> <u>Evidence</u></p>	<p align="center"><u>Quality Indicators</u></p>
<ul style="list-style-type: none"> • Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines. • Reports to the Minister with respect to matters identified in and required by the Education Act. 	<ul style="list-style-type: none"> • External Report: (Ministry of Education: Regional Office) • Direct Board Observation • Internal Report 	<ul style="list-style-type: none"> • Ensures Divisional compliance with all Ministry of Education and Board mandates (timelines and quality). • Effectively manages time and resources. • Facility project budgets and construction schedules are followed or timely variance reports are provided to the Board.

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<p><u>Role Expectation:</u> <u>Communications and</u> <u>Community Relations</u></p>	<p><u>Director Evaluation</u> <u>Evidence</u></p>	<p><u>Quality Indicators</u></p>
<ul style="list-style-type: none">• Takes appropriate actions to ensure positive external and internal communications are developed and maintained.• Acts as, or designates, the Head of the organization for the purposes of the Local Authority Freedom of Information and Protection of Privacy (LAFOIPP) Act.	<ul style="list-style-type: none">• Direct Board Observation• Internal Report• Head of the organization appointed	<ul style="list-style-type: none">• Represents the Division in a positive, professional manner.• Manages conflict effectively.• Ensures information is disseminated to inform appropriate.• Works cooperatively with the media to represent the Board's views/positions.

Policy 12 Appendix B: PERFORMANCE ASSESSMENT GUIDE

<p style="text-align: center;"><u>Role Expectation:</u> <u>Leadership Practices</u></p>	<p style="text-align: center;"><u>Director Evaluation</u> <u>Evidence</u></p>	<p style="text-align: center;"><u>Quality Indicators</u></p>
<ul style="list-style-type: none"> • Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister. • Develops and maintains positive and effective relations with provincial and regional government departments and agencies. 	<ul style="list-style-type: none"> • External Report: Interviews with all direct reports in the year one evaluation and one half of the principals in the year two evaluation. <p>Note: The Director will divide the principals into two groups and the Board will select by lot the group to be interviewed. The interviews will be individual phone interviews with verbatim comments and a summary report and full verbatim report will be provided to the Board.</p>	<ul style="list-style-type: none"> • Provides clear direction. • Provides effective educational leadership. • Establishes and maintains positive, professional working relationships with staff. • Unites people toward common goals. • Demonstrates a high commitment to the needs of students. • Has a well-established value system based on integrity. • Empowers others. • Effectively solves problems.