

# POLICY

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No. D.8

## SUPERVISION AND EVALUATION OF EXCLUDED STAFF

*Adopted: 94-06-13  
Reviewed: 02-10-07  
Amended: 08-02-12  
Amended: 10-12-14  
Reviewed: 12-02-14  
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Reviewed: 14-03-03  
Reviewed: 15-02-10  
Reviewed: 15-11-09  
Amended: 16-11-14  
Reviewed: 17-11-13*

### Policy

The Board of Education believes that evaluation of administrators in the District is an important component in achieving the goals of the District:

1. to foster growth and development towards excellence;
2. to provide opportunities to contribute to the direction of the system;
3. to build confidence of the Board and the public in District leadership; and,
4. to establish accountability throughout the system to ensure that the goals are being achieved.

# REGULATION

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### Regulation

#### 1. Process

##### a. Personnel to be Evaluated

- Superintendent of Schools/Secretary-Treasurer
- Senior District Staff
- Principals and Vice-Principals

##### b. Frequency

A formal evaluation of performance will be completed prior to the notice period for contract renewal as stated in each individual's employment agreement. Supervision shall be ongoing.

##### c. Evaluators

As Chief Executive Officer, the Superintendent of Schools/Secretary-Treasurer shall be responsible for the evaluation of Principals.

In the case of the Superintendent of Schools/Secretary-Treasurer, he/she will be evaluated by the Board. It is the responsibility of the Chairperson to initiate the evaluation.

##### d. Information Collection

Information for use in the evaluation should consist of legitimate evidence relative to the assigned job description. The evaluation procedures should provide ongoing constructive cooperative, interactive communication between senior staff and the Superintendent of Schools/Secretary-Treasurer ensuring a valid basis of evaluation.

#### 2. Criteria

Separate criteria for each of the following groups shall be developed:

- Superintendent of Schools/Secretary-Treasurer
- Senior District Staff
- Principals and Vice-Principals

##### a. Criteria for Evaluation of Superintendent of Schools/Secretary-Treasurer

Upon request by either the Board or the Superintendent of Schools/Secretary-Treasurer, a formal written evaluation of the performance of the Superintendent of Schools/Secretary-Treasurer shall occur using the performance model approved by the Board following consultation with the Superintendent of Schools/Secretary-Treasurer.

# REGULATION

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b. **Criteria for Senior District Staff Evaluation**

The Superintendent of Schools/Secretary-Treasurer shall evaluate the performance of Senior District Staff. The evaluation process shall be developed by the Superintendent of Schools/Secretary-Treasurer in consultation with each member of the District Staff.

c. **Criteria for Evaluation of Principals and Vice-Principals**

The Superintendent of Schools/Secretary-Treasurer shall evaluate the performance of Principals, and Principals shall evaluate the performance of Vice-Principals in their buildings. The evaluation process shall be developed in consultation with the local Principals' and Vice-Principals' Association.