

SUPERVISION AND EVALUATION OF EXCLUDED STAFF

The evaluation of administrators is an important component in achieving the School District's goals:

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 School District leadership; and,
4. to establish accountability throughout the system to ensure that the goals are being achieved.

1. Process

a. Personnel to be Evaluated

- Superintendent/Secretary-Treasurer
- Senior District Staff
- School 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/Secretary-Treasurer shall be responsible for the evaluation of all senior staff and School Principals. School Principal evaluations may be delegated to other members of the senior staff.

In the case of the Superintendent/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/Secretary-Treasurer ensuring a valid basis of evaluation.

2. Criteria

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

- Superintendent/Secretary-Treasurer
- Senior District Staff
- School Principals and Vice-Principals

a. **Criteria for Evaluation of Superintendent/Secretary-Treasurer**

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

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

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

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

The Superintendent/Secretary-Treasurer shall ensure the evaluation of School Principals takes place, and School 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.