

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section ROLE DESCRIPTION

Policy Name DIRECTOR OF EDUCATION PERFORMANCE REVIEW  
Management Guideline Applies

804

Board Approved:

New: August 2024~~Reviewed:—~~

Review by:

## POLICY

*This policy establishes the framework for conducting performance appraisals of the Director of Education within the Superior-Greenstone District School Board. The aim is to ensure the Director's performance aligns with the Board's strategic goals and provincial priorities in education, fostering continuous improvement and accountability.*

As per the Education Act Regulation 83/24, Director of Education Performance Appraisal, every school board shall monitor and evaluate the performance of the board's Director of Education in meeting his or her duties under the Act or any policy, guidelines, or regulations made under the multi-year plan, as required in Section 169.1 (1)(f), and any other duties assigned by the Board of Trustees.

The Director of Education Performance Review Policy addresses the Board's commitment to providing an environment where the Director of Education ("Director") is supported in achieving the performance expectations as he or she supports student achievement and well-being.

The Superior-Greenstone District School Board will annually conduct a growth-oriented review of the Director's performance.

~~Performance Review—Director of Education~~

~~As per the Education Act Section 169.1 (1), every school board shall monitor and evaluate the performance of the board's Director of Education in meeting his or her duties under the Act or any policy, guidelines, or regulations made under the multi-year plan, as required in Section 169.1 (1)(f), and any other duties assigned by the Board of Trustees.~~

~~The Director of Education Performance Review Policy addresses the Board's commitment to providing an environment where the Director of Education ("Director") is supported in achieving the performance expectations as he or she supports student achievement and well-being.~~

~~The Superior-Greenstone District School Board will annually conduct a growth-oriented review of the Director's performance.~~

## RATIONALE

The performance appraisal process is designed to promote high standards of leadership, ensure the Director of Education meets the expectations of the Board, and supports the achievement of student success and well-being, as articulated in the Multi-Year Strategic Plan and through the Director's Performance Plan.

~~The successful performance of the Director is critical to ensuring organizational success and demonstrated evidence of progress towards the promotion of the Mission, Vision, Values and the achievement of the goals identified in the Multi-Year Strategic Plan, in support of student achievement and well-being.~~

The Director of Education Performance Review strengthens the organization by making it accountable and proactive in enhancing student achievement and well-being and addressing the needs of students and the broader school community. This process will help maintain the reputation and public confidence in the Board.

The Director of Education Performance Review process is a mutual and reciprocal learning opportunity for both the Director and the Board of Trustees and is designed to enhance the relationship between the Director and the Board of Trustees.

The Director of Education Performance Review process is an opportunity to confirm and acknowledge successes and identify areas of focus in the leadership and management of the school system, as well as demonstrates the importance of continuous improvement throughout the system. It is an opportunity to clarify expectations, set goals and priorities, and engage in constructive and strategic dialogue.

When the Director is provided with concrete feedback from the Board of Trustees on his/her performance, it will be used as the basis for the Director's professional development and performance plan. -

## **DEFINITIONS**

Performance Appraisal Committee (PAC): A group established under subsection 3.1 of this Policy is responsible for conducting the performance appraisal of the Director of Education.

Community Partners and Stakeholders: Persons or entities that interact with the Board, including advocacy groups, First Nations, Métis and Inuit partners, business and labour organizations, municipal and childcare partners, and social service agencies.

Evaluation Cycle: The period during which the performance of the Director of Education is appraised.

Full Evaluation Cycle: An evaluation cycle commencing on July 1 and ending on June 30 of the following year.

Interim Evaluation Cycle: An evaluation cycle as determined in accordance with section 4 of this policy.

## **RESPONSIBILITY**

The Superior-Greenstone District School Board of Trustees is responsible for ensuring the performance appraisal process is conducted in accordance with this policy. The Performance Appraisal Committee, consisting of selected Board members, will carry out the appraisal process.

## **SCOPE**

This policy covers the establishment of the appraisal committee, timing and actions required during evaluation cycles, and the steps for interim and full evaluation cycles. It also outlines the responsibilities of the committee, Board members, and other stakeholders involved in the appraisal process.

## **SPECIFIC DIRECTIVES**

1.0 Establishment of the Performance Appraisal Committee (PAC)

- 1.1 By May 15 each year, a committee of three to seven Board members will be established to conduct the Director’s performance appraisal.
- 1.2 One member of the PAC will be elected by a majority as the Chair of the PAC
- 1.3. The committee will be responsible for evaluations occurring between July 1 of the current year and June 30 of the following year.

2.0 Timing of Evaluation Cycles

- 2.1 Directors starting before March 1, 2024, will begin their first full evaluation cycle on July 1, 2024.
- 2.2 Directors starting on or after March 1, 2024, will have their interim evaluation cycle end on June 30, 2025, with their first full evaluation cycle beginning on July 1, 2025.

3.0. Actions During Evaluation Cycles

- 3.1 Detailed steps and timelines for actions during both interim and full evaluation cycles are outlined in Tables 1 and 2 (Appendix A) respectively.

4.0 Bi-Annual Feedback

- 4.1 In the first full evaluation cycle and every second cycle thereafter, an external entity with at least five years of experience in multi-source executive performance assessments will be engaged to collect feedback and prepare a report.

5.0 Performance Plan and Appraisal

- 5.1 A performance plan will be developed, finalized, and updated as needed, including specific actions, goals, and evaluation methods.
- 5.1 The committee will evaluate the Director’s performance based on these plans and assign performance ratings.

**EVALUATION**

**Timelines for Review**

This policy will be reviewed every four (4) years, or as needed to ensure alignment with legislative changes and organizational requirements.

**APPENDICES**

Appendix A: Detailed Timelines and Actions for Full and Interim Evaluation Cycles

<b>REFERENCES</b>
Education Act Regulation 83/24 <u>Ontario Regulation 224/23: Provincial Priorities in Education - Student Achievement</u> Ontario Leadership Framework for System Leaders/Strong Districts and Their Leadership SGDSB Multi-Year Strategic Plan Policy 801 – The Role of the Director of Education Management Guideline – Director of Education Performance Review

**APPENDIX A: Detailed Timelines and Actions for Full and Interim Evaluation Cycles**

**Table 1: Full Evaluation Cycle**

<b>Yearly Timelines</b>	<b>Responsibility</b>	<b>Task</b>
-------------------------	-----------------------	-------------

By May 16	Board of Trustees	Performance Appraisal Committee (PAC) Established ✓ PAC Chair + 3-6 members
By July 31	Board of Trustees and Director of Education	PAC (Chair + 1 or more members) meet with the Director of Education to develop/finalize the Director's Performance Plan.
By August 15	PAC Chair	Performance Plan shared with all members of the Board of Trustees
By August 15	Board Chair	Provide written notice to the Minister of Education (confirmation of date of hire, feedback, performance plan) and post the notice on the Board's website.
By December 1	Minister	Minister provides written notice if they will engage in providing feedback (during the process).
By January 11	PAC Chair	Requests feedback from Board of Trustees
By January 21	Board of Trustees	Provides feedback to the PAC Chair
By January 31	PAC Chair	PAC Chair + at least one other member of PAC meets with the Director of Education to review the Director's progress towards implementing and achieving the goals of the Performance Plan.
By April 30	Board of Trustees	Board of Trustees select an entity to conduct the bi-annual feedback (e.g. 360 Assessment) <i>*Starting in the first full evaluation cycle and every second full evaluation cycle thereafter</i>
By May 15	Bi-Annual Feedback Consultant	Written report provided to the PAC and Director of Education
By June 10	Director of Education	Updating of Performance Plan
By June 20	PAC Chair	Provides a draft Performance Appraisal Report to Board of Trustees
By June 30	Board of Trustees	Provides feedback on the draft Performance Appraisal Report to the PAC
By July 7	PAC Chair	Provides the draft Performance Appraisal Report to Board of Trustees
By July 31	PAC Chair	PAC Chair + at least one member of PAC meets with Director of Education to review the progress of Director's Performance Plan, update the plan, review the draft Performance Appraisal Report and provide an opportunity for the Director of Education to respond.

**Table 2: Interim Evaluation Cycle**

Interim Cycle Timelines	Responsibility	Task
30 Days after start date By September 30	PAC	PAC (Chair + 1 or more members) meet with the Director of Education to develop/finalize the Director's Performance Plan.
45 Days after start date By October 15	PAC Chair	Performance Plan shared with all members of the Board of Trustees
45 Days after start date By October 15	Board Chair	Provide written notice to the Minister of Education (confirmation of date of hire, feedback, performance plan) and post the notice on the Board's website.

45 Days after start date By October 15	Minister	Minister provides written notice if they will engage in providing feedback (during the process).
By January 7, 2025	PAC Chair	Requests feedback from Board of Trustees
By January 22, 2025	Board of Trustees	Provides feedback to the PAC Chair
By February 5, 2025	PAC Chair	PAC Chair + at least one other member of PAC meets with the Director of Education to review the Director's progress towards implementing and achieving the goals of the Performance Plan.
By June 10	Director of Education	Updating of Performance Plan
By June 20	PAC Chair	Provides a draft Performance Appraisal Report to Board of Trustees
By June 20	Board of Trustees	Provides feedback on the draft Performance Appraisal Report to the PAC
By June 30	PAC Chair	Provides the draft Performance Appraisal Report to Board of Trustees