

TITLE: EVALUATION OF DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

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1.0 OBJECTIVE

To establish the parameters and process for the evaluation of the Director of Education and Secretary of the Board.

2.0 POLICY

- 2.1 The Director of Education shall be formally evaluated annually by the Board with all Board Members participating in the evaluation process. The annual evaluation process shall be supported by a comprehensive evaluation undertaken at least once in every contractual term of employment.
- 2.2 The purpose of the evaluation is to:
- a) ensure the accountability of the Director in undertaking his or her responsibilities as the Chief Executive Officer of the school district;
 - b) monitor the contribution of the Director to the achievement of the strategic plan; and
 - c) to assist the Board and Director in identifying areas where the Director can improve his or her performance and the overall leadership of the school district.

To this end, the evaluation shall focus on affirmations, and, where appropriate, redirection.

- 2.3 The evaluation of the Director shall be aligned with and based on duties as assigned in provincial statutes, regulations, policies and guidelines and on a current job description for the position of Director of Education and Secretary to the Board.
- 2.4 The evaluation of the Director shall use a performance-based assessment system-and shall emphasize the need for and require the presentation of evidence.

- 2.5 The observable evidence shall be in a manageable form and limited to the amount sufficient to provide a fair, clear and accurate representation of the performance of the Director.
- 2.6 The role expectations, evidence and quality indicators used to assess performance shall be identified in the Director's Performance Assessment Guide. The Performance Assessment Guide is intended to clarify for the Director the performance expectations that are held by the Board. The Board shall use this guide to evaluate the performance of the Director in relation to job expectations.
- 2.7 The Performance Assessment Guide shall include role expectations, evidence and quality indicators based on the Director's responsibilities as outlined in the job description:
- a) Educational Leadership
 - b) Strategic Focus and Policy Implementation
 - c) Communications and Community Relations
 - d) Human Resources and Professional Development
 - e) Fiscal Accountability
 - f) Strong Relationship with Provincial Officials, including Advocacy for the OCDSB's needs

3.0 SPECIFIC DIRECTIVES

Comprehensive Evaluation

- 3.1 A comprehensive performance evaluation of the Director shall be undertaken at least once in every contractual term of employment. The comprehensive evaluation of the Director may be undertaken at the same time and in conjunction with the comprehensive board evaluation or at a separate time. At the start of each evaluation cycle, the Board shall decide whether or not a comprehensive evaluation will be undertaken for that year.
- 3.2 The comprehensive evaluation shall seek input from the Board, the Director and other stakeholders. The input shall be obtained through a questionnaire, which will ask participants to evaluate the Director based on the framework of the Performance Assessment Guide.
- 3.3 The information collected through the questionnaire shall be compiled by an external resource and submitted to the Board and Director for review and discussion. The purpose of collecting the input is to assist the Board in evaluating the performance of the Director in accordance with section 2.2 of this policy.
- 3.4 The questionnaire shall be established by the Board in consultation with the Director and shall be reviewed during the employment contract unless otherwise directed by the Board.

Annual Evaluation

- 3.5 The annual evaluation will include the submission of a report to the Board from the Director based on the Performance Assessment Guide.
- 3.6 The objective of the report is to provide evidence of the Director's performance based on the expectations, evidence and quality indicators identified in the Performance Assessment Guide.
- 3.7 The Director and the Board will meet with a facilitator to discuss the Director's accomplishments and opportunities for professional growth and/or areas of focus using the report as the basis for the discussion. At the mutual agreement of the Board and the Director, this discussion may take place without a facilitator.
- 3.8 The Board will provide to the Director, a written summary of the facilitated discussion and any professional growth and/or areas of focus identified for the pending academic year.

Mid-Year Evaluation

- 3.9 A mid year discussion (formal report not required) on progress towards areas of focus for attention will be held at a time mutually agreed upon by the Board and the Director;

Evaluation Process and Timelines

- 3.10 The evaluation cycle shall include the following:
 - a) A meeting of the Ad Hoc Committee on Board and Director Evaluation Processes will be convened in May each year to:
 - (i) discuss the Director evaluation process and timelines for that evaluation cycle, and determine whether a comprehensive evaluation is required;
 - (ii) review the Director's Job Description and the Performance Assessment Guide to determine whether any revisions are required;
 - (iii) to establish the selection process for a facilitator; and
 - (iv) where a comprehensive evaluation is required, to discuss the stakeholders to be included in the consultation, the process, including the questionnaire, and timelines to be followed.

Any changes to the job description or Performance Assessment Guide shall be completed prior to the end of June.

- b) The Director will prepare a report to the Board outlining the evidence in support of his or her work for the academic year just completed and will identify opportunities for growth for the pending academic year. The report will be submitted to the Board by 30 September. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.
- c) A facilitated meeting between the Director and the Board will be held no later than mid-October to discuss the Director's accomplishments and opportunities for professional growth and/or areas of focus using the report as the basis for the discussion. At the mutual agreement of the Board and the Director, this discussion may take place without a facilitator.

- d) By October 31, the Board will provide to the Director, a written summary of the facilitated discussion and any areas of growth identified, as well as establish any clear measures and objectives for the year.
- e) By November 15, the Director will provide a written response to the Board on the summary and growth areas provided which will include further information and/or any clarification previously requested by the Board, if applicable.
- f) Upon approval of the final evaluation report by the Director and the Board, the evaluation report will be signed by the Director and the Board Chair no later than November 30.

Other

3.11 Support for the above-noted process, inclusive of the preparation of the Director's report and facilitation of the Board evaluation discussions, will be carried out by an external facilitator / consultant mutually approved by the Board and Director.

3.12 The timelines outlined in this policy are subject to change at the mutual agreement of the Board and the Director.

4.0 APPENDICES

Appendix A Job Description, Director of Education and Secretary of the Board

Appendix B Performance Assessment Guide

5.0 REFERENCE DOCUMENTS

Education Act, 1998, § 283