

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	ROLE DESCRIPTION	
<i>Policy Name</i>	DIRECTOR OF EDUCATION PERFORMANCE REVIEW <i>Management Guideline Applies</i>	804

Board Approved: January 22, 2019

Reviewed: November 6, 2018

Review by: December 2024

POLICY

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 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.

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.

GUIDING PRINCIPLES

The Director shall be appraised on the leadership practices as set out in The Ontario Leadership Framework for System Leaders/Strong Districts and Their Leadership, as articulated

by the Director Performance Review Appraisal Framework, the requirements set out in legislation, the Director's job description, and this policy's Management Guidelines.

1. The performance of the Director is reviewed annually. It is recognized however, that feedback to the Director of Education is an on-going process.
2. The Board of Trustees, through the Chair, will identify performance concerns at an early stage where possible to provide ample time for resolution and support in advance of the Director of Education Performance Review process.
3. The Director of Education Performance Review is confidential and will be conducted in private. In accordance with the Education Act, Section 207(2)(b), which states that a meeting of the Board of Trustees may be closed to the public if the meeting includes the disclosure of intimate, personal, or financial information in respect of a member of the Board or committee, an employee or prospective employee of the board or a pupil or his or her parents or guardian, the portion of any meeting of the Board of Trustees in which the Director of Education Performance Review process is being undertaken will be closed to the public and the specific details and materials related to the performance review will remain confidential.
4. The Director of Education Performance Review process will be transparent with open communication as between the parties, balanced by professional confidentiality and respect for all parties.
5. The Director of Education Performance Review process must reflect the dignity of the Director and is to be fair, constructive, open and consistent.
6. The Director's performance should be reviewed based on the leadership practices as set out in legislation, the Director's role description, this policy and Management Guidelines, and the Ontario Leadership Framework for System Leaders/Strong Districts and Their Leadership, and as articulated by the Director of Education's Performance Review Appraisal Framework.
7. The Director's performance is affected by the conditions/demographics of the school district. The Director of Education's Performance Review should recognize these individual circumstances and needs.
8. The Director of Education Performance Review shall be conducted by the Performance Review Committee, consisting of the Chair of the Board (who shall act as Chair of the Committee), the Vice Chair, and one other trustee who will be annually appointed by the Board. The Chair of the Committee will solicit the input of all of the Board of Trustees.

References
Education Act including Sections 169, 207 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