

STAFF EVALUATION – SUPERINTENDENT

Background

Regular evaluation of the Superintendent is essential to ensure that Board objectives for the Division are being met. Similarly, regular review of the Superintendent's performance ensures that expectations are clearly understood and that areas of strength are recognized and areas requiring attention are identified.

The Board is committed to completion of an annual performance review of the Superintendent.

Procedures

1. The purpose of the evaluation of the Superintendent is to:
 - 1.1 Ensure clear understanding of Board expectations and the scope of his/her duties and responsibilities.
 - 1.2 Establish short and long-term goals.
 - 1.3 Identify priorities and critical tasks to be addressed.
 - 1.4 Ensure quality of relationships with those he/she supervises as well as with the Board.
 - 1.5 Receive suggestions and recommendations for growth.
 - 1.6 Receive commendations and recognition for accomplishments.
2. The evaluation design shall be developed jointly by the Board and the Superintendent and shall include the agreement on performance objectives and criteria for assessing performance relative to these objectives.
3. The availability of needed resources, existing constraints such as budget, personnel, employee contracts, and other factors which could affect the attainment of objectives shall be identified and considered in the evaluation process.
4. Provision shall be made for assistance in areas recognized as needing improvement.
5. Policy, guidelines and procedures will be consistent with the terms and conditions of the current Superintendent contract with the Board.

Reference: Policy 2 – Role of the Board
Policy 12 – Role of the Superintendent