



### SUPERINTENDENT EVALUATION

The Board believes that an annual performance evaluation of the Superintendent is a vital process for creating and maintaining a healthy and continuously improving School Division. In addition, the Board believes that opportunities for regular, ongoing dialogue and feedback between the Superintendent and the Board helps to model and foster a collaborative working environment critical to a high functioning Division.

The Board is committed to an annual performance evaluation process that measures:

- The Superintendent’s performance with respect to Board Policy 12 - Roles and Responsibilities.
- Achievement of the Division Priorities against the goals and outcomes in the Strategic Plan.

#### Purpose

The evaluation process will serve to:

- Enable the Board and Superintendent to engage in dialogue about results, any issues or concerns associated with the role and/or the evaluation process.
- Allow the Superintendent to report on successes and challenges during the year.
- Recognize areas and trends that are showing positive change or progress.
- Provide regular feedback on the Superintendent’s leadership and performance for both accountability and growth.
- Establish outcomes, key performance indicators and goals for the next evaluation cycle.
- Strengthen the relationship between the Board and the Superintendent.

#### Process

1. To allow for a continuous cycle of improvement, evaluation will occur both formally and informally.
  1. Regular opportunity for informal dialogue (including discussion of a 90 day plan and regular Board/Superintendent check-in time scheduled for 30 minutes prior to Committee of the Whole meetings, etc.).
  2. Formal annual evaluation process with written summary.
2. Provide a performance-based assessment, which focuses on improvement and utilizes:
  1. Previous evaluation(s).
  2. Quantitative data sources (audit reports, Alberta Education monitoring reports, student achievement data, etc.).
  3. Qualitative feedback and observations.
3. The formal evaluation process will provide the Superintendent with an opportunity to:
  1. Collect and present evidence of role fulfillment in a mutually agreed format.
  2. Review all information used in the evaluation.

3. Discuss the evaluation report with the Board.
  4. Include a response to the evaluation report.
  5. Identify priority goal(s) for the following year.
4. An annual written evaluation of the Superintendent's performance:
    1. Will be reviewed by the Board and Superintendent in an in-camera meeting and approved by motion in a public Board meeting.
    2. Will be signed and placed in the personnel file held by the Division and a copy provided to the Superintendent.

## **Process Timelines**

1. As per Board Policy 2 - Role of the Board, the Board is responsible for evaluating the Superintendent on an annual basis.
  1. In the first year of employment of a Superintendent with Black Gold School Division:
    1. An external consultant to collect data and facilitate a comprehensive evaluation process will be used.
    2. The initial evaluation is to be completed prior to the end of the Superintendent's first year of employment.
  2. The second and subsequent evaluations will take into consideration the previous evaluations and assessment of the Superintendent's success in addressing identified growth areas.
  3. An external consultant will be utilized for a comprehensive evaluation at least once per contract term of the Superintendent.
2. The Superintendent Evaluation will typically be completed in May of each year. Annual evaluation timelines and associated expenses will be determined each spring with the approval of Board Policy 2 - Appendix A - Board Annual Work Plan.