



GOVERNANCE PROCEDURE	
Adopted	<i>M16-0017 (January 2016)</i>
Last Revised	<i>December 2, 2020 (M20-0176); December 2021</i>
Review Date	<i>December 2024</i>

DIRECTOR OF EDUCATION ANNUAL PERFORMANCE REVIEW

POLICY

This Procedure is made pursuant to the Director of Education – Roles, Responsibilities, and Annual Performance Review Policy.

DEFINITIONS

The **Director of Education** (“Director”) is the Chief Executive Officer, the Chief Education Officer and the Secretary of the Board and is directly accountable to the Board of Trustees.

The **Board of Trustees** (“BoT”) are locally elected representatives, required to carry out their responsibilities and duties under the [Education Act](#).

OBJECTIVES

On an annual basis, the BoT shall monitor and evaluate the performance of the Director in meeting their duties under the Education Act¹ and any policy, guideline or regulation made under the Act, including actions that meet the objectives described in the Multi-Year Plan (MYP), Board Improvement Plan for Student Achievement (BIPsa), Operational Plan and/or other documents as required by legislation, including the implementation of policies, procedures and organizational structures. This work will be carried out by a Committee, with meetings conducted in Private Session.

The process is intended to:

- benefit the students and school system;
- assist the board in providing quality educational service;
- foster a strong ongoing relationship between the Director and the BoT based upon common goals and expectations;
- model the importance of, and contribute to continuous improvement throughout the board;
- provide helpful, concrete and objective feedback to the Director to optimize personal development and future performance;
- ensure accountability for the effective leadership and management of the school system; and
- recognize the contributions of the Director.²

COMMITTEE MEMBERSHIP

All Trustees shall be invited to participate in the Director’s Performance Review Committee (“DPRC”). Quorum shall include the Chair and/or Vice-Chair of the BoT with no fewer than a total of six Trustees.

A DPRC Chair will be selected each year during the annual Striking Committee process in December and will be responsible for facilitating the Director performance review process. The DPRC Chair from the previous year will support the new DPRC Chair.

¹ S. [198](#), S. [283](#) and [283.1](#), S. [218.1](#)(f)

² [Good Governance for School Boards](#), Module 5

PROCESS AND TIMELINES

The DPR process will be a collaboration between the Director and the DPRC. It will combine both quantitative and qualitative inputs and measures. See Appendix A for a process overview.

The Director's Performance Review timelines are as follows:

The process will take place through an annual cycle to be completed before the Annual Organizational meeting of the Board of Trustees, and will follow these steps:

1. The DPRC will meet with the Director in early September to establish the timelines to:
 - review the Operational Leadership and Annual Performance Review Policy
 - the Role of the Director of Education Governance Procedure
 - the Multi-Year Plan and other resource documents
 - annual goals from the past year and the unexpected realities of the past year
 - legislative requirements
 - system leadership, and
 - professional development
 - to determine the process and evaluation criteria for the DPR.
2. The Director will carry out a self-evaluation using the criteria established in Step 1.
3. The DPRC will meet with the Director to provide constructive feedback regarding their self-evaluation.
4. The DPRC will provide an overall performance assessment to the Director using the criteria established in Step 1.
5. Based on the DPR, the Director (in collaboration with the DPRC) will develop a concise set of measurable goals for the upcoming year, in alignment with the MYP, the BIPsa, the Operational Plan, and/or other processes and documents as required by legislation or policy. The DPRC Chair will write a confidential DPR report to share with the Director and the BoT which includes a summary of the DPR documentation, as well as the Director's goals for the upcoming year.
6. The DPRC Chair will share a redacted DPR report, as well as the Director's goals for the upcoming year for approval by the BoT in Private Session.
7. The DPRC Chair will conclude the DPR process by writing a report for Public Session that indicates that the DPR process has been completed, and ii. includes the Director's goals for the upcoming year.
8. Throughout the year, the Director will provide periodic and timely reports to the BoT regarding the status of the goals.

Notes:

- During a municipal election year, this process will be completed by November 1.
- In the first year of a Director's term, the DPR process will be adapted accordingly.

360 Evaluation

Every other year, starting with the second year of the Director's term, the DPRC will engage in a 360 evaluation of the Director's performance. The BoT may engage an appropriate external resource in September to support this effort. A variety of stakeholders will be consulted, including but not limited to a diverse sample of:

- Students
- Representatives from PIC, SEAC and Audit Committee
- Union leaders
- Elementary and Secondary School Principals
- System Principals
- Senior Administrators
- Trustees

The 360 Evaluation will be used to facilitate the development of the Director's goals for the upcoming year. This is to be completed by the first inaugural meeting.

REFERENCE DOCUMENTS:

[Education Act](#)

[Multi-Year Plan](#)

[Board Improvement Plan for Student Achievement \(BIPsa\)](#)

APPENDIX A

Director's Performance Review (DPR) Process

The DPR Committee Chair is selected during the previous year's Striking Committee process. The DPR process normally occurs in October and November. In years when a 360 evaluation is required, the process to source the provider should begin in September so results are available for step 2.



The process conclusion will be publicly declared and a summary of the Director's goals made publicly available in December, coinciding with the timing of the Director's Annual Report.

Notes: 1) During a municipal election year, this process will be completed by November 1.

2) Should the Director's term commence outside of the performance review cycle outlined above, an abridged process will be carried out within the first month of the term, and include developing goals and associated evaluation criteria, which will be reviewed during the next full DPR cycle.

[PDF version](#)