



## **Regulation: Performance Appraisal—Director of Education**

Reference No: R-GV-09

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### **Guiding Principles**

The performance appraisal review process should give an accurate reading of the performance of the Director, and establish agreement on the indicators for future success. It is understood that the process will be structured to evaluate the work of the Director, rather than the progress of the school system.

The complexity relating to the Director's accountability creates some challenges for the Board in providing useful and fair performance evaluations. Unlike all other employees of the GECDSB, the Director of Education, as head of the organization, does not have one direct supervisor. Rather, the Director is accountable to the Board, an elected entity of 10 school trustees. Therefore, the selected evaluation process must provide for full participation of the Board.

### **Performance Review Process**

#### **Step 1 - Establishing the Process**

For each review the Board/Chair shall convene the Director's Performance Appraisal Committee.

The Performance Appraisal Committee shall consist of the following trustees:

The Chairperson of the Board  
The Vice-Chairperson of the Board  
The Chairperson of the Education Committee  
The Chairperson of the Operations and Finance Committee  
(as per the By-laws of the GECDSB)

The Chairperson of the Board will chair the committee. The Committee will be responsible for selecting a facilitator.

#### **Step 2 - Role of the Facilitator**

An outside facilitator will be hired to assist with the annual performance review of the Director of Education. The facilitator will be mutually acceptable to both the Board of Trustees and the Director of Education.

- a) The facilitator will coordinate the steps in the review process and will act as a liaison between the Board and the Director throughout the process.
- b) The facilitator will compile the necessary information required to complete the performance evaluation of the Director in accordance with the Performance Appraisal Review Process.

- c) Finally, the facilitator will prepare an objective report for the Performance Appraisal Committee to present for approval to the Board of Trustees in Private Session.

### **Step 3 - Terms of Evaluation**

The facilitator will meet with the Director's Performance Appraisal Committee and the Director of Education to discuss a mutually agreed upon process. Based on these discussions, the facilitator will draft the detailed terms of the evaluation including goals, areas to be reviewed and anticipated timeline required for each. The Director's Performance Appraisal Review Committee will present the terms of the evaluation to the Board for consultation.

### **Step 4 - Director's Report**

The Director will prepare a report which includes the goals and priorities that were set for the identified period, as well as indications of the results obtained. This report will be used for reference throughout the process and presented to the Board of Trustees.

### **Step 5 - Board Feedback**

Feedback will be gathered in a method prescribed by the committee and the facilitator. This could include surveys, telephone interviews, staff feedback, Director's self-evaluation, etc.

### **Step 6- Final Performance Evaluation Report**

The facilitator compiles the information gathered through the process and prepares the final performance evaluation report. This report will highlight the evaluation of achievements for the past year as well as proposed goals and objectives for the coming year. A draft report will be presented to the Director's Performance Appraisal Committee and the Director of Education for review and approval. The final report will be provided to the Board of Trustees for approval in Private Session.