



## **POLICY FOR THE EVALUATION OF THE PERFORMANCE OF THE DIRECTOR GENERAL** *(Adopted February 26, 1999)*

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### **1.0 The purpose of the Evaluation Policy :**

- 1.1 To provide feedback to the Director General, to foster and encourage continuous dialogue and mutual understanding of the expectations between the Director General and the Council of Commissioners.
- 1.2 To provide a basis for informing the Council of Commissioners of the degree of success achieved by the Director General in fulfilling his or her responsibilities.
- 1.3 To assure the Council of Commissioners that the evaluation has been discussed with the Director General and that steps are being taken to implement any recommendations contained in the evaluation.
- 1.4 To provide a basis for any decisions that the Council of Commissioners might decide to make with regard to the Director General.

### **2.0 The Evaluation Committee :**

The Evaluation Committee consists of three members appointed annually, no later than the end of September, by the Council of Commissioners from among the elected members of the Council of Commissioners. Normally, the Chairperson of the Council of Commissioners is one of the three members of the Evaluation Committee.

### **3.0 The criteria of evaluation :**

- 3.1 Has the Director General achieved positive results with regard to the items listed in his or her job description?
- 3.2 Has the Director General's performance been up to standard in the following areas?
  - a) relationship with the Council of Commissioners;
  - b) relationships with colleagues;
  - c) relationship with staff;
  - d) relationships with the schools, especially the principals;
  - e) relationships with parents;
  - f) the taking of initiatives;
  - g) performance under pressure;
  - h) ability to innovate;
  - i) ability to plan his or her own work practices;

- j) ability to work with other staff members;
- k) meeting established deadlines;
- l) ability to make sound decisions;
- m) acceptance of responsibility for his or her decisions and actions;
- n) willingness to react reasonable to advice;
- o) quality of written and oral communication.

3.3 Has the Director General administered the School Board effectively and efficiently?

**4.0 The method of evaluation :**

4.1 The Evaluation Committee will meet the Director General early in the academic year to discuss those issues relevant to the evaluation process.

4.2 The Evaluation Committee will consult with those individuals it deems appropriate using the criteria of evaluation as well as the job description of the Director General as a basis for that consultation.

4.3 The Evaluation Committee will use the following codes in both the process of consultation and the process of evaluation:

- 1 → Excellent
- 2 → Very good
- 3 → Good
- 4 → Acceptable
- 5 → Unacceptable
- 6 → Not in a position to evaluate

Any comments by those consulted will be appreciated.

4.4 The completed consultation forms are to be returned to the Director of Human Resources who will give them, unopened, to the Chairperson of the Evaluation Committee. The Evaluation Committee will, in session, open the completed consultation forms.

4.5 Upon completion of its consultation, the Evaluation Committee will write the evaluation of the Director General. The Evaluation Committee will keep the input from its consultation in a sealed file confidential to the members of the Committee. This file will be stored in the office of the Director of Human Resources.

4.6 Normally, the three members of the Evaluation Committee will meet the Director General to discuss the evaluation, to examine any recommendations made in the evaluation, and to agree on action to be taken in response to these recommendations. The Chairperson of the Council of Commissioners and the Director General will sign three copies of the evaluation. One copy is given to the Director General, and the other two are kept in a sealed file confidential to the Evaluation Committee. This file will also be stored in the office of the Director of Human Resources.

- 4.7 The Evaluation Committee Chairperson will give an oral report of the evaluation of the Director General to the Council of Commissioners in an in-camera session.
- 4.8 The annual evaluation process must be completed and the report presented to the Council of Commissioners before May 1. The reason for this is that should the Council of Commissioners decide, based on the results of the evaluation process, not to renew the Director General's contract in the year when it comes to an end, he or she must be notified in writing sixty days before his or her contract does come to an end. Normally, the contract ends on June 30.

**5.0 Format of the annual evaluation :**

- 5.1 Assessment of the responsibilities and functions listed in the job description as accepted by the Council of Commissioners.
- 5.2 Assessment based on the evaluation criteria (Appendix 1).
- 5.3 Identification of problems, if any.
- 5.4 Recommendations.
- 5.5 Overall assessment.
- 5.6 At the end of the annual evaluation there will be a statement indicating that the Director General's signature on the evaluation does not necessarily mean agreement with the evaluation.

**6.0 Confidentiality :**

The Evaluation Committee must safeguard the confidentiality of both the consultation process and the evaluation process. The Council of Commissioners is also bound to safeguard the confidentiality of the evaluation reports. All documentation relating to the evaluation of the Director General will be kept in the office of the Director of Human Resources in a sealed file confidential to the Evaluation Committee.

**7.0 Job description :**

The job description used in this evaluation process will be the official job description of the Director General as determined by the Council of Commissioners.

**8.0 Coming into force :**

This evaluation policy comes into force on July 1, 1999.