

1. An annual appraisal of the performance of the Superintendent of Schools is a fundamental responsibility of the Board. A written evaluation report will reflect the corporate Board position. This report will be approved by Board motion. A signed copy will be provided to the Superintendent and a second signed copy will be placed in his/her personnel file held by the Division.

Objectives of Superintendent's Performance Appraisal:

- 1.1 Assess the Superintendent's performance relative to the achievement of specific roles as outlined in this Policy.
 - 1.2 Assist the Superintendent in identifying and achieving specific objectives and the Board expectations, priorities and plans.
 - 1.3 Assist the Superintendent to improve upon his/her performance.
 - 1.4 Provide the Superintendent with recommendations regarding further professional development activities.
2. The performance appraisal enables the Board and Superintendent of Schools to:
 - 2.1 Pursue excellence in governance and administration.
 - 2.2 Share in successes and identify ways and means of improving upon deficiencies.
 - 2.3 Build, maintain and broaden mutual understanding and trust.
 - 2.4 Provide for the systematic monitoring of the activities and accomplishments of the school system.

Procedure

1. The Board will establish a performance evaluation process as outlined in the Superintendent's contract.
2. After completion of a performance evaluation, a report will be reviewed by the Board In Camera.
3. The report will subsequently be reviewed at a meeting between the Board Chair, Vice-Chair or designated Trustee and the Superintendent.
4. At least six months prior to the expiry of the Superintendent's term contract an appraisal of the Superintendent's performance will be undertaken by the Board. A decision to renew the contract will be made at this time.

Reference:

[Policy 12 Role of the Superintendent](#)