

An annual evaluation of the Superintendent is a fundamental responsibility of the Board. A written evaluation report will reflect the corporate Board's findings.

1. Objectives of Superintendent's Evaluation:
 - 1.1 Assess the Superintendent's performance relative to the achievement of specific roles as outlined in this Policy.
 - 1.2 Direct the Superintendent to improve upon their performance as needed.
 - 1.3 Provide the Superintendent with recommendations regarding further growth and/or professional development activities.

2. The evaluation assesses the Superintendent's performance in:
 - 2.1 Pursuing excellence in governance and administration.
 - 2.2 Sharing in successes and identifying ways and means of improving upon deficiencies.
 - 2.3 Building, maintaining and broadening mutual understanding and trust.
 - 2.4 Providing for the systematic monitoring of the activities and accomplishments of the school system.

Procedure

1. The Board will establish an evaluation process as outlined in the Superintendent's contract.
2. After completion of the evaluation, a written report will be compiled by the Board Chair and Vice-Chair.
3. The written report will be reviewed by the Board during the 'in camera' session of a board meeting, and approved by Board motion.
4. The report will subsequently be reviewed at a meeting between the Board Chair, Vice-Chair and the Superintendent.
5. A signed copy will be provided to the Superintendent and a second signed copy will be placed in their personnel file held by the Division.
6. At least six months prior to the expiry of the Superintendent's term contract an evaluation 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](#)
[Policy 12 Superintendent Evaluation – Appendix A](#)