



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: October 10, 2006

Amended: April 20, 2010

Amended: February 28, 2017

301.3 Evaluation Process for the Superintendent

Policy

An annual evaluation shall be conducted of the outcomes achieved for the District by the Superintendent.

This annual evaluation process shall be conducted by the Superintendent Evaluation Committee that consists of the Board Chair, two other Trustees and the Superintendent, and shall culminate in a full report to the Board.

Regulations

A. Summative Evaluations:

The evaluation of the Superintendent shall:

1. be conducted during the first full school year of employment and in the year prior to the final year of the Superintendent's term of appointment;
2. be directly related to the responsibilities of the Superintendent (301.1 Superintendent of Schools Roles and Responsibilities);
3. be related to District success with regard to outcomes of the Annual Education Plan;
4. focus on the Annual Professional Growth Plan developed by the Superintendent in September of each year;
5. incorporate input from stakeholder groups as determined by the Superintendent Evaluation Committee;
6. incorporate a self-evaluation component;
7. reflect the position of the Board as a whole, rather than of any individual trustee;
8. culminate in a report to be written by the Chair of the Superintendent Evaluation Committee, approved by the Board and filed in the Superintendent's personnel file and the Board Chair's Confidential File; and
9. have provision for a written response to the evaluation by the Superintendent that will become part of the evaluation.

Policy



301.3 Evaluation Process for the Superintendent, cont'd

B. Formative Evaluation:

The evaluation of the Superintendent shall:

1. occur in years in which a summative evaluation is not being conducted;
2. include a mid-year feedback session involving the Superintendent and the Board;
3. require the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May, which addresses:
 - a. fulfillment of responsibilities (301.1 Superintendent of Schools Roles and Responsibilities)
 - b. success in achieving the goals of the Superintendent's Annual Personal Professional Growth Plan.
 - c. District success with regard to the outcomes of the Annual Education Plan;
4. be reviewed in draft form by the Superintendent Evaluation Committee prior to the Board meeting in June and revised as needed;
5. be presented for Board approval at the Board meeting in June; and
6. culminate in a letter to be written by the Superintendent Evaluation Committee that will be filed with the approved evaluation report in the Superintendent's personnel file and in the Board Chair's Confidential File.

References

Alberta School Act:	Section 113
District Policies:	301.1 Superintendent of Schools Roles and Responsibilities, Superintendent of Schools/CEO Position Description, October 2006; Lethbridge School District No. 51 Superintendent Leadership Profile, March 2006