

### **301.3 Evaluation Process for the Superintendent**

#### **Policy**

An annual evaluation shall be conducted of the outcomes achieved for the Division 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 provide all Trustees with an opportunity to provide input into the evaluation. The evaluation process will culminate in a full report to the Board. The Board may engage a consultant to assist with the evaluation process.

#### **Regulations**

##### **1. Summative Evaluations**

The evaluation of the Superintendent shall:

- 1.1. normally be conducted during the first full school year of employment and in the year prior to the potential renewal of the Superintendent's term of appointment.
- 1.2 be directly related to the responsibilities of the Superintendent (301.1 Superintendent of Schools Roles and Responsibilities) and the Superintendent Leadership Quality Standard;
- 1.3 be related to Division success with regard to outcomes of the Annual Assurance Plan;
- 1.4 include a summary of professional development activities required for certification with the College of Alberta School Superintendents (CASS);
- 1.5 incorporate input from stakeholder groups as determined by the Superintendent Evaluation Committee. Stakeholder groups may include those identified in Policy 301.1 Superintendent of Schools Roles and Responsibilities;
- 1.6 incorporate a self-assessment component;
- 1.7 reflect the position of the Board as a whole, rather than of any individual trustee;
- 1.8 culminate in a report to be written by, either the consultant or the Trustees on the Superintendent Evaluation Committee. The report shall be brought to the Board for approval and filed in the Superintendent's personnel file. The report can be viewed by Trustees after consulting

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with the Board Chair and must follow all confidentiality requirements in place for Trustees; and

- 1.9 have provision for a written response to the evaluation by the Superintendent that will become part of the evaluation.

#### **2. Formative Evaluation**

The evaluation of the Superintendent shall:

- 2.1 occur in years in which a summative evaluation is not being conducted;
- 2.2 include a mid-year feedback session involving the Superintendent and the Board;
- 2.3 require the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May, which addresses:
  - 2.3.1 fulfillment of responsibilities (301.1 Superintendent of Schools Roles and Responsibilities)
  - 2.3.2 success in achieving the goals of the Superintendent's Annual Personal Professional Growth Plan.
  - 2.3.3 Division success with regard to the outcomes of the Annual Education Plan;
- 2.4 be reviewed in draft form by the Superintendent Evaluation Committee prior to the Board meeting in June and revised as needed;
- 2.5 be presented for Board approval at the Board meeting in June; and
- 2.6 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**

Education Act:	222, 223
Division Policies:	301.1 Superintendent of Schools Roles and Responsibilities, 202.1.1 Confidentiality
Other:	Superintendent Leadership Quality Standard; College of Alberta School Superintendents Policy Manual; Superintendent of Schools/CEO Position Description, Lethbridge School Division Superintendent Leadership Profile