

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

#### **Policy**

An evaluation of the Superintendent shall be conducted on an annual basis per the guidelines noted below. A Superintendent Evaluation Committee will normally be created for the purpose of facilitating the evaluation process.

The committee will consist 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**

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

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

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

Formative evaluations 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, followed by a survey provided to Trustees to gather additional feedback;
- 2.3 require the Superintendent to provide the Board of Trustees with a draft report summarizing areas of success, areas for growth and identifying future priorities by the end of May;
- 2.4 The report will be presented for Board approval at the Board meeting in June;
- 2.5 the approved report will be filed in the Superintendent's personnel file. The report can be viewed by Trustees after consulting with the Board Chair and must follow all confidentiality requirements in place for Trustees;
- 2.6 the report shall reflect the position of the Board as a whole, rather than of any individual trustee and
- 2.7 have provision for a written response to the report by the Superintendent that will become part of the report.

#### **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