

**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** C-SR 5

**POLICY TITLE:** Monitoring Superintendent Performance/  
Annual Evaluation

**PAGE:** 1 of 2

The Council will view Superintendent performance as being identical to organizational performance. Superintendent job performance will be monitored systematically against the only Superintendent job expectations: reasonable progress toward organizational accomplishment of the Council's *ENDS* policies and organizational operation as set out in the District Education Plan within the boundaries established in the Council's *Executive Limitations* policies.

Accordingly:

1. Monitoring determines the degree to which Council policies are being met. Information not formally presented as monitoring data and that does not contribute directly to this purpose is not considered monitoring data.
2. The Council will acquire monitoring data on *Ends* and *Executive Limitations* policies by one or more of three methods, by:
  - a. Internal report – in which the Superintendent discloses information and certifies compliance to Council;
  - b. External report – in which an external, disinterested third party selected by Council assesses compliance with Council policies; and/or
  - c. Council Self-Assessment, in which the whole Council formally assesses compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be whether the Superintendent has reasonably interpreted the Council policy being monitored and determination of whether reasonable progress is being made toward achieving the Council's *Ends* policies. The Council will make the final determination as to whether a Superintendent's interpretation is reasonable and whether reasonable progress is being made.
4. All policies that instruct the Superintendent will be monitored on schedule and by a method chosen by Council. The Council may monitor any policy at any time by any method, but as a rule, will depend upon the decided method and frequency.

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**Adopted: November 13, 2013**

**Revised:**

**Review Method: Council Self-Assessment**

**Review Frequency: Annual – January 11, 2017**

5. Each May/June the Council will conduct a formal evaluation of the Superintendent. A sub-committee may be formed to lead this process. The evaluation will be based upon data collected during the year from the monitoring of Council policies on *Ends* and *Executive Limitations*. The Council and the Director of Human Resources will review the evaluation document and process in closed session.

The evaluation document will consist of:

- a. A written self-reflection document by the Superintendent, reflecting on the year gone by in relation to the Council's policies on *Ends* and *Executive Limitations*, and considering accomplishments and challenges.
- b. An anonymous on-line survey will be distributed to members of the Management Team, DEC, Principals, Managers and Coordinators. The survey will ask staff to rate their perception of the Superintendent's performance in the broad areas of: personal qualities; community relationships; staff relationships; educational leadership and financial management.
- c. The results of the self-reflection and survey will be made available to the Superintendent by the Chair of the District Education Council and the Chair of the Evaluation Committee. These results will also be available to the District Education Council in private session. The District Education Council will meet with the Director of Human Resources at the June private session to discuss salary and a motion for public session to address salary according to the provincial pay band.
- d. A motion will be prepared and discussed with a recommendation of salary using the provincial pay bands.

Nothing in this policy is intended to imply the establishment of any personal rights not explicitly established by Statute, contract or Council policy. This policy in no way limits the Council's right to remove a Superintendent as authorized by law. All employment decisions related to the Superintendent remain the sole discretion of the Council, except those prescribed by Act or Statute.

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**Adopted: November 13, 2013**

**Revised:**

**Review Method: Council Self-Assessment**

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