

**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** CSR – 1.4

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

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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 Improvement 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 two methods, by:
  - a. Internal report – in which the Superintendent discloses information and certifies compliance to Council;
  - b. External Report – in which the Superintendent's interpretation and justification for the interpretation is provided to an external source such as an auditor or inspector who has been engaged by the Council or Superintendent to provide information on appropriate measures, standards or achievement and/or to audit or review district performance against these standards for the purposes of monitoring.
  - 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

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**Adopted: November 13, 2013**

**Revised: March 16, 2022**

**Review Method: Council Self-Assessment**

**Review Frequency: Annual – December 14, 2016**

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.
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 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. The results of the evaluation summary 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 where a determination will be made on the appropriate performance level.
- c. Once a determination has been made on performance level, the Council will consult in private session with the Director of Human Resources to address salary recommendations according to the provincial pay band.
- d. The Council will finalize a motion for the public session that states the overall finding on superintendent performance and salary recommendations.