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## SUPERINTENDENT PERFORMANCE REVIEW PROCESS, CRITERIA, AND TIMELINES

Rationale for Performance Reviews: Timely and specific feedback improves learning and growth. The performance review process provides a space for celebrating successes and exploring areas for attention. The process engages an appreciative lens with the goal of continuous professional growth.

### Review Process

1. Engages an external facilitator to prepare and guide the process. The external facilitator provides the Superintendent with a written report following completion of the process.
2. Provides for both accountability and growth, and the strengthening of the relationship between the Board and the Superintendent. The facilitated conversation will affirm specific accomplishments and identify growth areas.
3. Highlights the key role of the Superintendent as the Chief Education Officer for the Division to emphasize student achievement and success for all children and students.
4. Recognizes that the Superintendent is the Chief Executive Officer. The Superintendent is held accountable for work performed primarily by other senior administrators.
5. Requires the use of evidence and utilizes multiple data sources. Performance reviews are most helpful when the process generates concrete evidence of strengths and/or areas for growth.
6. Is aligned with and based upon the Superintendent's roles and responsibilities. The performance review criteria align to the Superintendent Leadership Quality Standard (SLQS) along with added Board values, as outlined in Board Policy 12, section 8.
7. Is linked to the Division's goals and priorities.
8. Enhances the regular feedback provided to the Superintendent. The feedback is timely, supported by specific examples, and focuses on areas wherein the Superintendent has authority.
9. Values improvement over time. The second and subsequent performance reviews take into consideration the previous reviews, and an assessment of the Superintendent's success in addressing identified growth areas.

## **Performance Review Criteria**

The criteria for the first annual performance review will be those set out in Appendix B, the Performance Assessment Guide (SLQS). The Board will review the evidence and will determine whether, or to what extent, the quality indicators have been achieved.

In subsequent reviews, the criteria will continue to be those defined by Appendix B, Performance Assessment Guide (SLQS) as listed plus the growth goals provided by the Board in previous written review report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities.

The second year's performance review will include a 360 which includes the external consultant interviewing all principals and direct reports. In subsequent performance reviews, the external consultant will collect data relative to the Superintendent's leadership practices by interviewing a random selection of principals and direct reports (total sample 5-6 individuals). Direct reports are defined to be those individuals who report directly to the Superintendent on the Division's organizational chart.

The Superintendent will present their evidence to the trustees and to the external consultant for discussion and questions. The purpose of the evidence is to provide proof that the quality indicators identified in Appendix B have been achieved. The Superintendent will be part of the growth goals/areas for emphasis and the conclusion section. A written report will be provided by the external consultant following the performance review and will reflect the corporate Board position. The report will be signed by the Superintendent and the Board Chair on behalf of the Board.

## **Timelines for Performance Review Process**

The performance review will be conducted annually, within the school year parameters, with the report provided to the Superintendent by June 30 of each year.

Legal Reference: Section 8, 33, 35.1, 51, 52, 222 Education Act  
Superintendent Leadership Quality Standard  
Freedom of Information and Protection of Privacy Act  
Truth and Reconciliation Commission Calls to Action

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