



Performance Appraisal - Director of Education Stakeholder Feedback

This form is designed to obtain your perceptions of the performance of our Director of Education for the current school year. Your feedback and observations are important, so please respond candidly to each item. Your responses will remain anonymous. A summary of all the responses will be compiled for all the trustees.

As you read through the following list, check (✓) the appropriate rating and submit any additional comments in the space provided.

The rating scale will be as follows:

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

1. Catholic Leadership

- Promotes and integrates Gospel values throughout the system.
- Leads prayer and liturgy at meetings.
- Articulates Catholic values to community.
- Demonstrates a strong understanding of and maintains a positive working relationship with parish and community partners.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

2. Cultural Leadership

- Builds commitment to Board's mission, vision, organizational values and beliefs and strategic commitments.
- Maintains culture of respect through the system.
- Creates a focus on excellence.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

3. Communications

- Provides written and verbal reports to the Board of Trustees.
- Regularly corresponds to the system.
- Responds to media/general correspondence.
- Responds to inquiries in a timely fashion.
- Provides timely information on Ministry initiatives that may affect the system.
- Maintains open and meaningful communication with the Board.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

4. Staff Relations

- Builds respectful relationships with employee groups.
- Takes a problem-solving approach to issues.
- Creates a culture of learning that allows staff to engage in continuous learning.
- Is recognized as a professional leader.
- Seen as approachable and a builder of relationships with trustees, staff and community.
- Integrates feedback for trustees, staff and the community into positive action.
- Creates atmosphere of trust and collaboration when working with trustees, staff and community.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

5. Community and Public Relations

- Represents the Board in a positive and professional manner.
- Strengthens inter-board cooperation.
- Enhances the system profile.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

6. Vision of System: Present and Future

- Articulates and promotes Mission and beliefs of system.
- Understands system design and change process.
- Articulates how system and school planning need to align and support system mission and the Board's strategic commitments.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

7. General System Leadership

- Leads by example – is seen as instructional leader.
- Takes forward thinking approach to anticipate change.
- Inspires confidence in the system.
- Interprets and communicates policy, procedures, legislation and regulations to others (staff and trustees) to increase understanding for all.
- Maintains a clear and consistent sense of direction.
- Handles tough situations well and manages difficult personnel issues successfully.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

8. Organizational Leadership

- Deals directly with difficult issues.
- Clearly defines issues/problems.
- Takes problem-solving approach/involves others in discussions.
- Provides clear roles and high expectations for senior staff.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

9. Fiscal Leadership

- Ensures that budget planning process reflects accountability, planning and economic political realities.
- Ensures budget allocations reflect articulated goals of the system and department/planning processes.
- Ensures financial management of the Board is consistent with legal and Ministry requirements.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

10. Personal and Professional Attributes

- Participates and takes an active role in professional peer organizations.
- Demonstrates ethical principles in management activities.
- Demonstrates professional attitudes and attributes.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

11. Human Relations Leadership

- Is recognized as a professional leader.
- Seen as approachable and a builder of relationships with trustees, staff and the community.
- Integrates feedback for trustees, staff and community into positive action.
- Creates atmosphere of trust and collaboration when working with trustees, staff and the community.
- Works effectively with various levels of government.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

12. Goal Achievement

- Sets clear, realistic goals.
- Communicates goals clearly to the system.
- Plans effectively to achieve personal and system goals.
- Is a strong proponent of determining needs and developing plans to achieve outcomes.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

13. Personnel Management

- Ensures effective systems are in place for the recruitment, selection, supervision, development and performance review of all staff.
- Ensures ongoing capacity building, professional learning and succession planning throughout the organization.
- Utilizes performance appraisal process to foster ongoing formation and growth in Catholic leadership practices.

- Exceeds expectations
- Meets expectations
- Does not meet expectations
- Unknown

Comments:

QUESTIONS TO ACCOMPANY THE CHECKLIST

****All Board members must complete***

Jot down your responses to each question and include with your checklist responses.

1. What impressed you the most about the Director of Education's performance this year?

2. Do you have an area of concern regarding the Director of Education's performance for the period covered in the evaluation?

Yes
 No
Comments:

3. Do you have specific recommendations for the Director of Education to improve performance? Please prioritize.

Yes
 No
Comments:

4. What could the Board do to help the Director of Education?

Yes

No

Comments:

ADDITIONAL COMMENTS

