



Northeastern Catholic District School Board

DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL

Administrative Procedure Number: APT009

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to supporting the professional growth and development of the Director of Education through an annual appraisal process. The appraisal process provides an opportunity for constructive dialogue and exchange of information to clarify goals and expectations, to review accomplishments and to set direction for the Catholic school system based on the multi-year strategic plan. The NCDSB believes that the Catholic leadership of the Director of Education is of paramount importance to the overall success of the school system and ensures public confidence and accountability.

REFERENCES

Education Act

Section 169.1 Duties and Powers of Boards

Section 283 Chief Executive Officer

Section 283.1 Additional Duties of Director of Education

Ontario Regulation 309 Supervisory Officers

Municipal Freedom of Information and Protection of Privacy Act

NCDSB Multi-Year Strategic Plan

Good Governance for School Boards: Trustee Development Program

NCDSB Policy

T-9 Director Performance Appraisal

DEFINITIONS

Nil.

PROCEDURES

1.0 GENERAL PROCESS

The process for the performance appraisal of the Director of Education shall include, but is not limited to:

- i) Trustees, NCDSB staff, and other stakeholders as the Board of Trustees determines will be invited to share their feedback;
- ii) The Chair and Vice-Chair will collate the information received;
- iii) The Chair and Vice-Chair shall prepare a written appraisal report based on the information collected.
- iv) The appraisal report will be reviewed by the Board of Trustees and then submitted to the Director of Education for review and comment;

- v) Once duly signed by the Chair of the Board and the Director of Education, the summative report shall be filed in the personnel file of the Director of Education within the Human Resources department.
- vi) A copy is provided to the Director of Education.

2.0 FEEDBACK PROCESS

- 2.1 For each appraisal process, the Chair of the Board will circulate a stakeholder questionnaire to the Board to Trustees and other stakeholders as deemed appropriate.
- 2.2 The Board of Trustees will also complete additional questions relating to the performance of the Director of Education.
- 2.3 A timeline will be established for the submission of all feedback.
- 2.4 The Chair and Vice-Chair will review the feedback received in preparation to draft an appraisal report.

3.0 SUMMATIVE PERFORMANCE APPRAISAL REPORT

- 3.1 The Chair and Vice-Chair are responsible to draft the summative report, based on the feedback received by Trustees and other stakeholders.
- 3.2 The appraisal report will be circulated and reviewed by the Board of Trustees.
- 3.3 Once consensus is obtained, a copy will then be provided to the Director of Education.
- 3.4 The Director of Education will have the opportunity to respond in writing.
- 3.5 The Chair will present the duly signed, completed report at a regular meeting of the Board for its review, approval and disposition in accordance with the timelines established.
- 3.6 The duly signed summative appraisal report will be filed in the Director of Education's personnel file within the Human Resources department.
- 3.7 The Director of Education will be provided with a copy of the summative appraisal report.

4.0 TIMELINES

- 4.1 **August:** The Chair of the Board will set a meeting with the Director of Education to review the process and anticipated timelines.
- 4.2 **September:** The Director of Education will present professional growth goals to the Board of Trustees.

- 4.3 **March:** The Chair of the Board will circulate a survey or form to Trustees and other relevant stakeholders, seeking feedback on the performance of the Director of Education.
- 4.4 **April:** The Chair of the Board will receive and collate information from the stakeholder/Trustee responses. The Chair of the Board will author a written summative report based on the information collected.
- 4.5 **May:** The appraisal report will be reviewed by the Board of Trustees at a regular Board meeting and then submitted to the Director of Education by May 31 of each year.
- 4.6 **June:** The appraisal report and response by the Director of Education shall be received by the Board for review, approval, and disposition by the final Board meeting in June of each year.
- 4.7 The Director of Education will provide regular reports and presentations throughout the course of every appraisal cycle detailing progress made towards the established goals and strategic directions of the multi-year strategic plan.

5.0 RELATED FORMS AND DOCUMENTS

FORM: Stakeholder Questions

FORM: Summative Appraisal Report

Director of Education:

Tricia Stefanie Welty

Date:

February 2023