



Northeastern Catholic District School Board

DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL

Policy Number: T-9

**Authority: 17-10/17-242/20-11/23-19/
24-118**

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

Ontario Regulation 83/24 Director of Education Performance Appraisal

Municipal Freedom of Information and Protection of Privacy Act

NCDSB Multi-Year Strategic Plan

Good Governance for School Boards: Trustee Development Program

DEFINITIONS

COMMITTEE

Comprised of no fewer than three and not more than seven Trustees.

COMMUNITY PARTNERS AND STAKEHOLDERS

Persons or entities that interact with a board, including advocacy groups, First Nations, Métis and Inuit partners, business and labour organizations, municipal and childcare partners and social service agencies.

EVALUATION CYCLE

The period of time during which the performance of a director of education is appraised. A typical evaluation cycle commences July 1 in a year and ends June 30 the following year.

POLICY REGULATIONS

- 1.0 The Director of Education Performance Appraisal shall be conducted annually by the Board of Trustees, in accordance with Ontario Regulation 83/24.

- 2.0 The Director of Education Performance Appraisal shall include the following components, in accordance with Ontario Regulation 83/24 and the established timelines:
- i) Appoint the DPA Committee and DPA Committee Chair;
 - ii) Develop the Director of Education's Performance Plan;
 - iii) Deliver the Director of Education's Performance Plan to all members of the Board;
 - iv) Provide written attestation to the Minister of Education;
 - v) Conduct a mid-year review of Director of Education's progress;
 - vi) Engage Trustees, staff, community partners and stakeholders in a bi-annual feedback process;
 - vii) Draft performance appraisal report;
 - viii) Review performance appraisal report;
 - ix) Provide a final performance appraisal report to the Director of Education and the Board of Trustees;
 - x) Provide written attestation to the Ministry of Education that the performance appraisal is complete.
- 3.0 The Board of Trustees must adopt the final performance appraisal review by Board resolution.
- 4.0 The final performance appraisal report will be filed in the Director of Education's personnel file within the Human Resources Department.
- 5.0 The operationalization of this policy shall adhere to the provisions of Ontario Regulation 83/24 and additional resources provided by the Ministry of Education and/or the Ontario Catholic School Trustees Association.