



# Northeastern Catholic District School Board

## **DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL**

**Administrative Procedure Number: APT005**

### **POLICY STATEMENT**

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The Northeastern Catholic District School Board (NCDSB) is committed to supporting the professional growth and development of the Director of Education through an annual evaluation process. The evaluation 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**

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*Education Act, Section 169.1 Duties and Powers of Boards*  
*Education Act, Section 283 Chief Executive Officer*  
*Education Act, 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*

### **DEFINITIONS**

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Nil.

### **PROCEDURES**

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#### **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.

**Director of Education:** *Tricia Stefanie Welty*

**Date:** **January 2020**