

SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE

1. Student Learning

Role Expectations:

- RE 1.1 Provides leadership in all matters relating to education in the District.
- RE 1.2 Implements directions established by the Minister.
- RE 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
- RE 1.4 Reports annually on student results achieved.

Quality Indicators relative to Student Learning:

- QI 1.1 Annually conducts an analysis of student success and ensures school principals develop action plans to address concerns.
- QI 1.2 Identifies trends and issues related to student achievement to inform the strategic planning process, including the implementation of innovative means to improve measurable student achievement.
- QI 1.3 There is measurable improved student achievement over time.

2. Student Well-Being

Role Expectations:

- RE 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
- RE 2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- RE 2.3 Ensures the facilities safely accommodate District students.

Quality Indicators relative to Student well-being:

- QI 2.1 Develops measurements and monitors progress relative to providing a safe and caring environment.
- QI 2.2 Provides an annual student well-being accountability report.

3. Fiscal Responsibility

Role Expectations:

- RE 3.1 Ensures fiscally responsible management of budgets allocated to areas of assigned responsibility.
- RE 3.2 Works in a complementary and cooperative manner to facilitate the Secretary Treasurer financial management role.

Quality Indicators relative to Fiscal Responsibility:

- QI 3.1 Ensures value for money for allotted budgetary funds within areas of assigned responsibility.
- QI 3.2 Provides the Secretary Treasurer with required financial information in a timely manner.

4. Personnel Management

Role Expectations:

- RE 4.1 Provides supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.
- RE 4.2 Utilizes education staff to maximum advantage of students.

Quality Indicators relative to Personnel Management:

- QI 4.1 Develops and effectively implements quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes.
- QI 4.2 Models commitment to personal and professional growth.
- QI 4.3 Fosters high standards of instruction and professional improvement
- QI 4.4 Provides for training of administrators and the development of leadership capacity within the District (e.g. mentorship).

5. Policy/Administrative Procedures

Role Expectations:

- RE 5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
- RE 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

Quality Indicators relative to Policy/Administrative Procedures:

QI 5.1 Ensures system adherence to policies.

QI 5.2 Demonstrates a knowledge of and respect for the role of the Board in policy processes.

6. Superintendent/Board Relations

Role Expectations:

RE 6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.

RE 6.2 Provides the information and counsel which the Board requires to perform its role.

RE 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

Quality Indicators relative to Superintendent/Board Relations

QI 6.1 Implements Board decisions with integrity in a timely fashion.

QI 6.2 Interacts with the Board in an open, honest, proactive and professional manner.

QI 6.3 Provides the Board with balanced, sufficient, concise information and clear recommendations.

QI 6.4 Ensures Board agendas are prepared and distributed to Trustees in sufficient time to allow for appropriate Trustee preparation for the meeting.

QI 6.5 Keeps the Board informed on sensitive issues in a timely manner.

QI 6.6 Ensures high-quality management services are provided to the Board.

7. Strategic Planning and Reporting

Role Expectations:

RE 7.1 Leads in collaboration with the Secretary Treasurer the development and implementation of the strategic planning process.

RE 7.2 Involves the Board appropriately and collaboratively in the development of the Board's Strategic Plan (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).

RE 7.3 Reports at least annually on results achieved.

Quality Indicators relative to Strategic Planning and Reporting:

QI 7.1 Ensures key results identified by the Board are achieved.

QI 7.2 Ensures the strategic planning process involves opportunity for stakeholder input.

8. Leadership Practices (Every Second Year Commencing with 2020-2021)

Role Expectations:

RE 8.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Quality Indicators relative to Leadership Practices:

QI 8.1 Demonstrates a high commitment to meeting student needs.

QI 8.2. Provides clear direction.

QI 8.3 Provides effective educational leadership.

QI 8.4 Establishes and maintains positive, professional working relationships with staff.

QI 8.5 Unites people toward common goals

QI 8.6 I trust the Superintendent.

QI 8.7 Empowers others.

QI 8.8 Effectively solves problems.

Legal Reference: Section 22, 85 School Act