



Procedure Section: **Personnel/Employee Matters**
Procedure Name: **Performance Appraisal Director
of Education**

700
714

PROCEDURE

Performance Appraisal Director of Education

Adopted: October 11, 2016

Respectfully submitted by:
KPDSB Executive Committee



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**Please Indicate: Annual Performance Appraisal
360 Evaluation**

This form is designed to obtain your perceptions of the performance of our Director for the above-mentioned time period. Your personal opinions 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 box, and submit any additional comments in the space provided.

1. Cultural Leadership

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| Builds commitment to the Board’s Mission, beliefs, and strategic commitments | | | | |
| Maintains a culture of respect throughout the system | | | | |
| Continuously creates a focus on education excellence | | | | |

Comments:

2. Communications

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| Provides written and verbal reports to the Board of Trustees | | | | |
| Regularly corresponds to the system | | | | |
| Responds to media/general correspondence | | | | |
| Responds to inquires in a timely fashion | | | | |
| Provides timely information on Ministry initiatives that may affect the system | | | | |
| Maintains open and meaningful communication with the Board | | | | |

Comments:

3. Staff Relations

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| 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 the community | | | | |
| Integrates feedback from Trustees, staff, and the community into positive action | | | | |
| Creates atmosphere of trust and collaboration when working with Trustees, staff, and the community | | | | |



Comments: (#3 – staff relations)

4. Community and Public Relations

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| Represents the Board in a positive and professional manner | | | | |
| Strengthens inter-Board cooperation | | | | |
| Enhances the system profile | | | | |

Comments:

5. Vision of System: Present and Future

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| 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 Priorities | | | | |

Comments:

6. General System Leadership

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Leads by example – is seen as an instructional leader | | | | |
| Takes forward thinking approach to anticipate change | | | | |
| Interprets and communicates policy, procedures, legislation, and regulations to others (Staff/Trustees) to increase understanding for all | | | | |
| Maintains a clear and consistent sense of direction | | | | |
| Handles tough situations well and manages difficult personnel issues respectfully and successfully | | | | |

Comments:

7. Organizational Leadership

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Deals with difficult issues | | | | |
| Defines clearly issues/problems | | | | |
| Takes problem-solving approach/involves others in discussions | | | | |
| Provides clear roles and high expectations for senior staff | | | | |

Comments:

8. Fiscal Leadership

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| Ensures that the budget planning process reflects accountability, planning, and economic-political realities | | | | |
| Ensures budget allocations reflect articulated goals of system and department/planning process | | | | |
| Ensures financial management of the Board is consistent with legal and Ministry requirements | | | | |

Comments:

9. Personal and Professional Attributes

1. Does not meet expectations 2. Meets Expectations 3. Exceeds Expectations 4. Unknown

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| Actively participates in professional peer organizations | | | | |
| Demonstrates ethical principles in management activities | | | | |
| Demonstrates professional attitudes and attributes | | | | |

Comments:



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Summary of Board Response

After Trustees have reviewed and discussed the Director of Education’s report, the Chair and Vice-Chair will summarize the points by completing this form. If additional space is required, they will be completed on the reverse side of this page and initialed.

The Director of Education demonstrates a high level of competency in the following areas:

The Director of Education could develop a higher level of competency in the following areas:

Summary Statement:

Comments from the Director of Education:

Name of Chair of the Board (print) Signature of Chair of the Board Date

Name of Director of Education (print) Signature of Director of Education Date

** The Director of Education’s signature merely indicates that the completed form has been read and does not necessarily imply agreement with the performance evaluation.*

** A copy of this document will be placed in the Director of Education’s personnel file.*

Please indicate yes or no: Please see additional comments on next page, please initial on the last line of the written comments.

YES

NO



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Initials