

## **PROCEDURE**

# Performance Review Director of Education



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

700

714

**TIME PERIOD: DATE(S)**

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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, circle the appropriate number and submit any additional comments in the space provided.

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

### 1. Cultural Leadership

- Builds commitment to Board's Mission, beliefs and strategic commitments
- Maintains culture of respect through the system
- Creates a focus on education excellence

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

Comments:

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## 2. Communications

- Provides written and verbal reports to the Board of Trustees
  - Regularly corresponds to the system
  - Responds to media/general correspondence
  - Responds to inquiries in a timely fashion
  - Provides timely information on Ministry initiatives that may affect the system
  - Maintains open and meaningful communication with the Board
1. Does not meet expectations
  2. Meets expectations
  3. Exceeds expectations
  4. Unknown

Comments:

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## 3. Staff Relations

- 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 community
  - Integrates feedback for trustees, staff and the community into positive action
  - Creates atmosphere of trust and collaboration when working with trustees, staff and community
1. Does not meet expectations
  2. Meets expectations
  3. Exceeds expectations
  4. Unknown

Comments:

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#### 4. Community and Public Relations

- Represents the Board in a positive and professional manner
  - Strengthens inter-board cooperation
  - Enhances the system profile
1. Does not meet expectations
  2. Meets expectations
  3. Exceeds expectations
  4. Unknown

Comments:

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#### 5. Vision of System: Present and Future

- Articulates and promotes Mission and beliefs of system
  - Understand system design and change process
  - Articulates how system and school planning need to align and support system mission and the Board's strategic commitments
1. Does not meet expectations
  2. Meets expectations
  3. Exceeds expectations
  4. Unknown

Comments:

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## 6. General System Leadership

- Leads by example – is seen as instructional leader
  - Takes forward thinking approach to anticipate change
  - Inspires confidence in the system
  - Interprets and communicates policy, procedures, legislation and regulations to others (staff and trustees) to increase understanding all
  - Maintains a clear and consistent sense of direction
  - Handles tough situations well and manages difficult personnel issues successfully
1. Does not meet expectations
  2. Meets expectations
  3. Exceeds expectations
  4. Unknown

Comments:

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## 7. Organizational Leadership

- Deals directly with difficult issues
  - Defines clearly issues/problems
  - Takes problem-solving approach/involves others in discussions
  - Provides clear roles and high expectations for senior staff
1. Does not meet expectations
  2. Meets expectations
  3. Exceeds expectations
  4. Unknown

Comments:

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## 8. Fiscal Leadership

- Ensures that budget planning process reflects accountability, planning and economic political realities
- Ensures budget allocations reflect articulated goals of system are department/planning process
- Ensures financial management of the Board is consistent with legal and Ministry requirements
  1. Does not meet expectations
  2. Meets expectations
  3. Exceeds expectations
  4. Unknown

Comments:

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## 9. Personal and Professional Attributes

- Participates in professional peer organizations and is active
- Demonstrates ethical principles in management activities
- Demonstrates professional attitudes and attributes
  1. Does not meet expectations
  2. Meets expectations
  3. Exceeds expectations
  4. Unknown

Comments:

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**SUMMARY OF BOARD RESPONSE**

After Board members have reviewed and discussed the Director of Education's report, the Chair and Vice-Chair will summarize the points by completing this form.

The Director of Education does a competent job in these areas:

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The Director of Education could develop in these areas:

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Summary Statement:

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Comments from the Director of Education:

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 Name of Chair (print)

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 Signature of Chair

\_\_\_\_\_  
 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.*