



SCHOOL DISTRICT #49 (CENTRAL COAST)
Policy Manual

POLICY 630: Performance Reviews - Administrative Staff

As the employer of the Superintendent/CEO and the district's administrative officers, the Board of Education of School District #49 (Central Coast) has the responsibility to ensure that performance review of administrators is undertaken on a regular basis, subject to a mutually agreed format.

The Board is responsible for the review of the Superintendent/CEO on an annual basis.

The Superintendent/CEO is responsible for the review of all administrators and the Secretary-Treasurer.

Guidelines

1. To ensure continuity and consistency in this review function and in recognition of the importance of the responsibility, the Board and the CEO will perform the review in accordance with the following general schedule:

1.1. The review of the Superintendent/CEO will be done on an annual basis.

1.2. The Superintendent/CEO prior to November 30 will do a formal review of all district administrative officers in the first year of the contract and/ or the first year of a significant reassignment of the officers' duties.

1.3 Informal assessments of the administrative officer's performance will be done annually by the Superintendent/CEO. A review may be initiated if in the opinion of the Superintendent/CEO, the administrative officer is not fulfilling the duties of the position.

1.4 All district administrative officers will be reviewed as per 1.2 in the year of notice for contract renewal.

2. The performance review of the Superintendent/ CEO will be based on the published duties, responsibilities of the position and mutually agreed performance goals set at the beginning of each school year.

2.1.1. The Board Chair may have individual trustees complete an individual assessment, and then bring the board together to discuss perceptions and produce a combined, agreed evaluation report.

2.1.2. Alternatively the Board Chair may call a special meeting and take the entire board of trustees through a review process.



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3. The performance review of the district administrative officers will be based on the published duties, responsibilities of the appointment, and format established by the Board. The expectations of the review process should be clearly communicated to all the district administrative officers.

3.1. The review assessment will be communicated to the individual concerned in written form, with a copy to be placed on the personnel file.

4. The review and any deliberations of the Board regarding performance review will be conducted "in-camera".

5. In the case that a review is found to be less than satisfactory, the administrator in question has the right to appeal the findings of the report in an "In-camera" meeting of the Board. The officer has the right of representation by a person of their choice. All such meetings shall be recorded by the Secretary-Treasurer. (In the case of the Secretary-Treasurer's report the confidential secretary shall record the meeting.)

5.1 Notification of appeal must be submitted to the Secretary-Treasurer and/ or the Superintendent/CEO within five (5) working days after the receipt of the report.