



LL#112616

PERFORMANCE REVIEW OF ADMINISTRATION TEAM
EVALUATION INSTRUMENT

(Assistant Superintendent; Assistant Secretary-Treasurer; Director, Curriculum, Assessment and Professional Learning; Director, Inclusion Support Services and Accessibility; Director, Human Resources; Manager, Human Resources; Director, Information Technology; Director, Facilities and Operations; Supervisor, Accounting)

REVIEW PERIOD: Annual [] Bi-Annual [] Special []

NAME: _____

SUPERVISOR: _____

LOCATION: _____

REVIEW PERIOD START/END DATE: _____

The Senior Administrative Team is collectively responsible for the achievement of all Division goals and objectives. They are accountable to the Board and to the Superintendent for the supervision, administration, coordination, and execution of all Division mandates. The ultimate success of the Division is accordingly linked to the desired attributes and achievements of these individuals. In support of the Superintendent, the following domains have been agreed to in an effort to evaluate the performance of the above identified incumbents:

DOMAINS:

- 1. Leads Strategic Plans based on Values
2. Ensures an Inclusive Education System
3. Develops a Culture Characterized by Lifelong Learning and Continuous Improvement
4. Ensures Policies are Congruent with Legal Requirements and Values
5. Develops Positive Board Relations and Responsibilities
6. Provides Educational Leadership
7. Provides Personnel Leadership
8. Provides Finance and Facilities Leadership

Rating scale to be used:

- 4 = Distinguished – considered to be exceptional.
3 = Proficient – consistently exceeds requirements.
2 = Satisfactory – generally, or by way of an average, meets requirements.
1 = Unsatisfactory – unacceptable, needs improvement.



Domain 1 – Leads Strategic Plans based on Values

Criteria:

- develops and supports a collective vision, with the Superintendent, based on the Divisional values of respect, integrity, responsibility, consultation and excellence
- models appropriate values, ethics and moral leadership
- ensures that the values are shared with all members of the school community and that each school is able to express its distinctive values within the Divisional framework
- supports strategic planning, goal setting and change efforts with an emphasis on teaching and learning, reasonable risk-taking and innovation
- participates in periodic reviews of the Division vision and values to ensure their currency as a foundation for planning and operations

- _____
- _____
- _____

Rating: _____

Comments on perceived strengths and opportunities for growth:

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- 1 = Unsatisfactory – unacceptable, needs improvement.
- NDR = Not Directly Relevant to the particular Administrator; Comments may still be appropriate.

Domain 2 – Ensures an Inclusive Education System

Criteria:

- ensures that structures exist for all people to participate in developing the values and policies of the Division
- promotes appropriate involvement by students, parents and the community, as well as staff, in school and Division decision-making
- is knowledgeable about research and good practice with respect to multicultural sensitivity and the adaptation of programs to meet the needs of diverse communities
- serves as an articulate spokesperson for the welfare of all students in the multicultural context of education
- manages a balance between community demands and what is in the best interest of students

- _____
- _____
- _____

Rating: _____



Comments on perceived strengths and opportunities for growth:

[Empty text box for comments]

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Domain 3 – Develops a Culture Characterized by Lifelong Learning and Continuous Improvement

Criteria:

- promotes a culture of learning among staff and/or students through modeling, encouragement and support
- is a resilient and creative learner, embraces research and innovation in his/her professional learning and makes plans for personal development based on self-analysis and feedback from others
- empowers others to reach high levels of performance supported by professional development and study
- maintains visibility and accessibility to staff, shares knowledge and information as necessary and encourages others to do the same
- is knowledgeable about provincial, national and international issues affecting education and/or specific area of responsibility and encourages others to be so informed
- _____
- _____
- _____

Rating: _____

Comments on perceived strengths and opportunities for growth:

[Empty text box for comments]

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Domain 4 – Ensures Policies are Congruent with Legal Requirements and Values

Criteria:

- is knowledgeable about and ensures compliance with relevant legislation and provincial policies
- regularly reviews and revises policies and processes to maintain alignment with legislated obligations and congruency with values
- ensures clarity and transparency of policies, practices and objectives to internal and external communities



- applies leading-edge techniques for gathering reliable data and anticipates factors that will affect planning contexts as well as uses objective evidence to monitor progress toward goal achievement
- implements Board policies and reflects the Board’s position on issues, including difficult or unpopular decisions
- is politically astute and demonstrates the skills necessary to build internal and community support for Division goals and priorities
- _____
- _____
- _____

Rating: _____

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Domain 5 – Develops Positive Board Relations and Responsibilities

Criteria:

- ensures an informed community and promotes positive relationships between the Division and the community
- demonstrates knowledge of the legal and political nature of elected school boards
- establishes and maintains a strong working relationship with the Board
- provides ample information to enable Board members to make decisions
- keeps the Board informed on school operations and Division personnel
- prepares clear and concise reports
- accepts direction from the Board
- reports on operational requirements in a timely way
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Rating: _____

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Domain 6 – Provides Educational Leadership

Criteria:

- possesses and demonstrates extensive knowledge of human learning, instructional pedagogy and provincial curricula
- ensures the development of programming and services that meet the needs of all students
- promotes the use of information, data and research to gather information about student learning and to inform instructional policies and practices within the Division
- provides leadership to guide effective system-wide professional development processes
- ensures a balanced approach to assessing the progress of our students and the overall performance of the Division
- promotes, embraces, recognizes and encourages both student and staff excellence
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Rating: _____

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Domain 7 – Provides Personnel Leadership

Criteria:

- ensures the continued retention of dedicated and highly competent staff and an enhanced reputation as a highly regarded place to work
- exhibits strong communication and interpersonal skills with all levels of staff, the Board, and the community
- handles tough situations and models a positive and problem-solving approach to challenges in a timely and effective manner
- unites people towards common goals, inspires others to reach the potential of the Division as a whole, exhibits enthusiasm for work and is respected by staff, colleagues and the community
- makes strategically aligned decisions based on careful evaluation of facts and data and after consultation with appropriate others and then delegates effectively for task accomplishment
- utilizes the differences between people and ensures the recruitment and placement of the best available personnel
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Rating: _____

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Domain 8 – Provides Finance and Facilities Leadership

Criteria:

- makes decisions that support a strong financial position and physical infrastructure that maximizes the educational experience of students
- provides information to support the annual budget development process and financial procedures and services
- applies financial forecasting and planning procedures that support efficient use of resources
- establishes and/or utilizes structures for appropriate acquisition, allocation and development of Divisional resources
- deploys and manages the use of Divisional resources in accordance with Divisional directions, goals and policy requirements
- ensures proper development, maintenance and repair of Division property and equipment with a focus on safety for staff and students
- _____
- _____
- _____

Rating: _____

Comments on perceived strengths and opportunities for growth:

Plans for Development:

General Comments:



Signatures:

Immediate Supervisor

CEO/Superintendent if not the
Immediate Supervisor

Date: _____

Administrator's Comments:

Administrator Signature

Date: _____

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