

#112615

CDA-E

**Bi-ANNUAL SUMMATIVE EVALUATION OF
SENIOR ADMINISTRATORS**

I. PURPOSE

The primary purpose of the evaluation process will be to effect improvements in the operation of the School Division as directed by the Superintendent and Board of Trustees.

II. GOALS

1. To develop a shared understanding of the roles, responsibilities and accountabilities of the Administrator.
2. To identify opportunities, challenges and strategic priorities among the responsibilities agreed to with the Administrator's immediate supervisor.
3. To facilitate harmonious working relationships between the Board, the Administrator's immediate supervisor, other administrators and Division staff as well as direct subordinates.
4. To provide performance feedback, recognize accomplishments, and identify areas for growth.
5. To achieve desired results and ensure that students receive an education of the highest quality.

III. GENERAL GUIDELINES

1. The Board recognizes that both leadership attributes and goal achievements are critical to success and therefore the evaluation will be based on domains that represent both areas. It will include a discussion of strengths and weaknesses as well as a plan for development. In this regard, it will be focused on encouraging growth over time.
2. The Administrator will prepare for the evaluation by way of conducting a self-evaluation and the immediate supervisor will examine objective evidence as gathered from multiple data sources relating to the Administrator's performance during the entire period.

IV. DOMAINS

ADOPTED	REVIEWED	REVISED	PAGE
22/Jan/08			1 of 2
02-12-08			

The following list of domains shall constitute the areas of focus for the evaluation. Separate criteria for each domain are listed in the exhibit (CDA-E) that accompanies this policy.

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

*Note: "Ensures an Inclusive Education System and Provides Educational Leadership" will be used to evaluate the performance of the Assistant Superintendents only and for other Administrators will be rated as "Not Directly Relevant". Comments that demonstrate the Administrator's commitment to support educational objectives may still be appropriate.

ADOPTED	REVIEWED	REVISED	PAGE
22/Jan/08			2 of 2
02-12-08			