Anglophone East School District
A Better Future... Through Quality Education

ANGLOPHONE EAST SCHOOL DISTRICT

POLICY TYPE: COUNCIL/SUPERINTENDENT LINKAGE

POLICY NO: 3.3 – SUPERINTENDENT EVALUATION PROCESS

APPROVED: OCTOBER 3, 2001

REVISED: October 15, 2013
                           May 16, 2017
                           April 17, 2018

POLICY: MONITORING SUPERINTENDENT PERFORMANCE IS THE SAME AS MONITORING ORGANIZATIONAL PERFORMANCE AGAINST COUNCIL POLICIES ON ENDS AND ON SUPERINTENDENT LIMITATIONS.

1.0   Superintendent shall present a report demonstrating the fulfillment of duties as per Section 48 of the Education Act.

2.0   Superintendent shall present a summary of the DEC Monitoring Reports of DEC Policies on Ends and Superintendent Limitations for the previous year as per Appendix A.

3.0   The Superintendent shall demonstrate that the Provincial Policies and Procedures are being followed.

4.0   Superintendent shall present an annual professional growth plan.

5.0   The District Education Council shall have the opportunity obtain feedback from Principals and Directors by way of a one question confidential survey. The DEC shall review the feedback evaluation report from Principals and Directors.

6.0   The DEC shall have the opportunity to ask questions to the Superintendent for clarification during the performance evaluation presentation.

7.0   The DEC shall evaluate the Superintendent as per above and complete the Department of Education Employee Performance Review form as per Appendix B.

8.0   The DEC shall review the completed Department of Education Employee Performance Review form with the Superintendent at the end of the working meeting.

9.0   The DEC shall submit the results of the evaluation process to the Department of Education and Early Childhood Development.

MONITORING:	
Method(s):	Report presented by Superintendent at a Working DEC Meeting
Frequency:	Annually
Month:	End of May or Early June

Appendix A

2012-2013 DEC Policy Monitoring Reports

Policy #	Policy Approved	Scheduled Monitoring Date (Policy 2.3)	Actual Date Monitored	Received and Accepted Y/N	Comments
1.1	Numeracy	March, June			
1.2	Literacy	October, April			
1.3	Safe and Positive Learning Environment	November, March			
1.4	Curricular Expectations	April			
1.5	Facilities	June			
4.1	Staff Treatment	June			
4.2	Budget	October, June			
4.3	Financial Condition	October, January, July			
4.4	Emergency * Superintendent Succession				
4.5	Asset Protection	September			
4.6	Communication and Advice to the Council	Ongoing			
4.7	Complaints	July			

* Indicates reports remaining to be monitored for the reporting period

Appendix B

(Confidential when completed)

EMPLOYEE PERFORMANCE REVIEW

PROVINCE OF NEW BRUNSWICK

DEPARTMENT OF EDUCATION

☐ Annual Review   ☐ Probationary Period   ☐ Term/Contract/Casual   ☐ Special

Name _____   Date _____

Branch _____   Location _____

Managers Name _____

Employee Classification (Pay Band and Step) _____   Date of Commencement of Present Duties _____

Job Title _____

Review Period _____ 200____ to _____ 200____

1. MANAGER'S COMMENTS

(a) Areas of Achievement (Specify skills and knowledge that contributed to achievement of Performance Expectations).

_____
_____
_____
_____

(b) Areas for *Personal/Professional* Development as *related to job* (State where improvement is needed and if training is required)

_____
_____
_____
_____

(c) Overall Performance Assessment / *Progress towards goal since last review*

Choose one assessment which best describes the employee's overall performance in his/her current job.

Performance does not meet requirements		Performance meets requirements		Performance exceeds requirements		
Does not meet most principal requirements	Does not meet some principal requirements	Meets principal requirements but needs improvement in some areas	Meets all requirements	Meets all requirements and exceeds some	Meets all requirements and exceeds most	Exceeds all requirements
☐	☐	☐	☐	☐	☐	☐

4

Comments / *Recommendations (Justify number of Pay Steps recommended):*

_____

_____

_____

_____

2.   EDUCATION – Training – Special projects – New skills acquired since last Review of Performance.

Course – Project Title	Location-Institution	New Skills Acquired	From	To

3.   EMPLOYEE'S PERSONAL CAREER GOALS AND PLANS. (If known)
       TO BE COMPLETED BY THE EMPLOYEE

Indicate your career expectations for the coming 12 to 18 months (remain in present position, increased responsibility, transfer, special assignment, retire, etc.), and indicate any long range goals you may have formulated.

_____

_____

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_____

4.   EMPLOYEE'S COMMENTS
       (State any comments you have on the overall Performance Review).

_____

_____

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_____

_____

_____

5. SIGNATURES

Employee's Signature: _____   Date: _____

Manager's Signature: _____   Date: _____

Approved by Reviewer: _____   Date: _____
(Manager's Manager)

COMMENTS:

_____

_____

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_____

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_____

TO BE COMPLETED BY HUMAN RESOURCES

_____ Pay Steps are granted (e.g. 0, 1, 2, etc.)

Once processed by Human Resources, copy of this performance review form will be sent to:

1. EMPLOYEE   2. MANAGER   3. HUMAN RESOURCES FILE