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## **SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE**

### 1. Leadership Practices

#### Expectations:

- RE 1.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

#### Indicators relative to Leadership Practices:

- QI 1.1 Demonstrates a high commitment to meeting student needs.
- QI 1.2. Provides clear direction.
- QI 1.3 Provides effective educational leadership.
- QI 1.4 Establishes and maintains positive, professional working relationships with staff.
- QI 1.5 Unites people toward common goals.
- QI 1.6 Empowers others.
- QI 1.7 Effectively solves problems.

### 2. [Policy/Administrative Procedures](#)

#### Expectations:

- RE 2.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
- RE 2.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

#### Indicators relative to Policy/Administrative Procedures:

- QI 2.1 Appropriately involves individuals and groups in the administrative procedures' development process.
- QI 2.2 Demonstrates a knowledge of and respect for the role of the Board in policy processes.

### 3. Superintendent/Board Relations

#### Expectations:

- RE 3.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- RE 3.2 Provides the information and counsel which the Board requires to perform its role.
- RE 3.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

#### Indicators relative to Superintendent/Board Relations

- QI 3.1 Implements Board decisions with integrity in a timely fashion.
- QI 3.2 Interacts with the Board in an open, honest, proactive and professional manner.
- QI 3.3 Provides the Board with balanced, sufficient, concise information and clear recommendations.
- QI 3.4 Ensures Board agendas are prepared and distributed to trustees in sufficient time to allow for appropriate trustee preparation for the meeting.
- QI 3.5 Keeps the Board informed on sensitive issues in a timely manner.
- QI 3.6 Ensures high-quality management services are provided to the Board.

### Strategic Planning Elements

### 4. Strategic Planning and Reporting

#### Expectations:

- RE 4.1 Leads the development and implementation of the strategic planning process.
- RE 4.2 Involves the Board appropriately (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
- RE 4.3 Reports at least annually on results achieved.

#### Indicators relative to Strategic Planning and Reporting:

- QI 4.1 Ensures key results identified by the Board are achieved.
- QI 4.2 Ensures facility project budgets and construction schedules are followed or timely variance reports are provided to the Board.

### 5. Educational Opportunities

#### Expectations:

- RE 5.1 Ensures that students will complete secondary school with dignity, purpose and a plan for the future
- RE 5.2 Reports annually on the [Framework for Enhancing Student Learning](#).

#### Indicators relative to Student Learning:

- QI 5.1 Annually conducts an analysis of student success and ensures school principals develop action plans to address concerns.
- QI 5.2 Identifies trends and issues related to student achievement to inform the strategic planning process, including the implementation of innovative means to improve measurable student achievement.
- QI 5.3 There is measurable improved student achievement over time.

## 6. Student Well-Being

### Expectations:

- RE 6.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
- RE 6.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- RE 6.3 Ensures the facilities safely accommodate District students.

### Indicators relative to Student well-being:

- QI 6.1 Develops measurements and monitors progress relative to providing a safe and caring environment.
- QI 6.2 Ensures the safety and welfare of students while being transported to or from school programs on transportation provided or approved by the District.
- QI 6.3 Ensures the facilities safely accommodate District students.

## 7. Community Partnerships

### Expectations:

- RE 7.1 Works with community partners to help each student reach their full potential.
- RE 7.2 Strengthens relationships and communication with community groups while providing opportunities for students to contribute to the community.

### Indicators relative to Community Partnerships:

- QI 7.1 Ensures the development of student initiatives involving community agencies and resources.
- QI 7.2 Supports District involvement in community-led initiatives that provide opportunities for students to become involved citizens.
- QI 7.3 Support [DPAC](#) to maintain meaningful parent involvement.

## 8. Finance and Facilities Planning

### Expectations:

- RE 8.1 Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the [School Act](#) or any other Act.

- RE 8.2 Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- RE 8.3 Prepares and presents the budget which reflects Board priorities.
- RE 8.4 Ensures the Board has current and relevant financial information.

Indicators relative to Fiscal Responsibility:

- QI 8.1 Ensures accepted ([PSAB](#)) accounting principles are being followed.
- QI 8.2 Ensures all deficiencies identified in the previous audit report and management letter have been remediated to the satisfaction of the auditor.
- QI 8.3 Ensures adequate internal financial controls exist and are being followed.
- QI 8.4 Ensures all collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made.
- QI 8.5 Ensures an internal audit process is developed and implemented in regard to school-based funds and an annual report provided to the Board.
- QI 8.6 Provides the Board with at least quarterly financial accountability reports.
- QI 8.7 Ensures the Board is informed immediately regarding pending litigation.

## 9. Human Resources

Expectations:

- RE 9.1 Has overall authority and responsibility for all personnel-related matters, except setting the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

Indicators relative to Personnel Management:

- QI 9.1 Develops and effectively implements quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes.
- QI 9.2 Models commitment to personal and professional growth.
- QI 9.3 Provides for training of administrators and the development of leadership capacity within the District.
- QI 9.4 Ensure staff are provided with safe and caring work environments that encourages respectful and responsible behaviours.

Legal Reference: Section 22, 85 School Act

Adopted: December 15, 2020