

Policy Title	Performance Review – Director of Education		
Date of Issue	February 17, 2015	Related Procedure	
Revision Dates	April 19, 2022	Related Forms	
Review Date	April 1, 2027	Originator	Board of Trustees
References			
Education Act 169.1(1); BP 1103-D “Role Description - Director of Education”			

1.0 RATIONALE

- 1.1 Bluewater District School Board Policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 The Ministry of Education has directed that school boards shall monitor and evaluate the performance of the director of education (Education Act 169.1(1)).
- 1.3 An effective performance review provides a mutual learning opportunity to provide feedback to the director of education in a process which strengthens the organization and benefits students.

2.0 POLICY

- 2.1 It is the policy of Bluewater District School Board to perform a performance review of the director of education in order to:
 - a) ensure accountability for the effective leadership and management of the school system, and the effective implementation of its Multi-Year Strategic Plan, its policies and related procedures, and other goals as mutually agreed to by both the Board of Trustees and the director of education.
 - b) provide the director of education with concrete feedback from the elected Board of Trustees on their performance to be used as a basis for their personal development in the role.

3.0 GUIDING PRINCIPLES

- 3.1 Bluewater District School Board supports the following guiding principles of the performance review process for the director of education. The performance review will:
 - a) provide a mutual learning opportunity to affirm successful practices and to improve areas of identified need;
 - b) be characterized throughout by transparency and open communication, while ensuring confidentiality and respect for all parties;
 - c) highlight the key role of the director of education as the chief education officer for the district to enhance student achievement and well-being;
 - d) recognize that the director of education is the chief executive officer. The director of education is held accountable for both their own work and the work of their staff;

- e) emphasize the need for, and will utilize, qualitative and quantitative evidence for evaluation purposes; and
- f) be aligned with the director of education's role description (BP 1103-D), the board's Multi-Year Strategic Plan, and the Board Improvement Plan for Student Achievement.

4.0 KEY PROCESS ELEMENTS

4.1 The Bluewater District School director of education performance review process will:

- a) comply with Ministry of Education requirements;
- b) comply with the director of education's contract terms;
- c) be completed annually;
- d) conclude with a written report, approved by the Board of Trustees, that is objective and based on the agreed upon evidence (data) gathered, that includes both area(s) of success and areas for focus and/or improvement in the next year; and
- e) ensure that any exception to this process be mutually agreed to by the Board of Trustees and the director of education.

4.2 The Bluewater District School Board director of education performance review process will be based on the following provisions:

- a) The areas to be assessed will be based on the role description of the director of education (BP 1103-D "Role Description - Director of Education"), the Bluewater District School Board Multi-Year Strategic Plan, and the goals submitted by the director of education at the start of the review period;
- b) Identification of how the strategies to achieve goals and the success of goal implementation (data) will be measured and collected.
- c) An effective process for discussing and resolving any disagreement between the Board of Trustees and the director of education on the process or the written report; and
- d) Respect the need for professional confidentiality.

5.0 PERFORMANCE REVIEW - COORDINATION, PROCESS AND TIMELINES

5.1 COORDINATION

- a) The chair of the board will coordinate the performance review process and develop timelines mutually agreed to by the Board of Trustees and the director of education, or as determined by the Board of Trustees.
- b) Alternatively, if authorized by a majority vote of the board of trustees, an external consultant may be hired to facilitate the annual performance review of the director of education and act as a liaison between the Board of Trustees and the director of education. The consultant should be mutually acceptable to both the director of education and the Board of Trustees.
- c) The consultant will have the responsibility of working with the Board of Trustees and the director of education through to the completion of the performance review process.
- d) It is recognized that the Board of Trustees and director of education may agree that an external consultant is not required for the process (please see 5.1 (a)).

5.2 PROCESS AND TIMELINES

Please note that the timelines indicated below may be modified subject to the timing of the appointment of the director of education.

5.2.1 Initiation

As early as June of each year, the director of education and Board of Trustees will discuss with the consultant (if one is being used) and decide upon a mutually agreeable date for the board to meet, in an in-camera session with the director of education, the subsequent September.

5.2.2 Review Prior Year / Set Goals

At the September in-camera meeting, the director of education will provide evidence of the results achieved in the previous year in the areas outlined in section 4.2 (a), and also present the goals for the next school year.

At the same meeting, the Board of Trustees will enter into dialogue with the director of education and make recommendations regarding the key future priorities for the director of education from their perspective as a board.

5.2.3 Performance Review Report Preparation and Approval

The Board of Trustees, under the leadership of the chair of the board, and, where used, with the guidance of a consultant, will prepare a performance review report that summarizes the information from the board discussions and reflects the consensus of the whole board.

The Board of Trustees will approve the performance review report during an in-camera session.

5.2.4 Presentation of Performance Review Report

The Board of Trustees will provide and discuss with the director of education, the performance review report, during an in-camera session in a timely manner following the September in-camera board meeting.

6.0 CONFIDENTIALITY

6.1 To ensure that the process is governed by mutual trust and a genuine concern for improvement in one's work, the data used, and the review itself, will remain highly confidential. Copies of the performance review report will be restricted to the director of education and their personnel file.