

ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL

POLICY TYPE: Council- Staff Relationship

POLICY NO: CSR – 1.4

POLICY TITLE: Monitoring Superintendent Performance

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The ASD-S District Education Council will view Superintendent performance as being **closely related** to organizational performance. Superintendent job performance will be monitored **to determine reasonable interpretation and progress toward organizational accomplishment of the Council’s ENDS policies as set out in the District Improvement Plan within the boundaries established in the Council’s EXECUTIVE LIMITATIONS Policies.**

Accordingly:

- 1. Monitoring determines the degree to which Council policies are being met. Monitoring will be based on data collected from a variety of sources.**
- 2. The Council may acquire monitoring data on ENDS and EXECUTIVE LIMITATIONS by:**
 - a. Internal report in which the Superintendent certifies compliance.**
 - b. Council self-assessment in which the whole Council has the opportunity to assess compliance based on such things as: Superintendent reports, test scores, Council member observation, staff presentations to Council, quarterly budget reports, etc.**
 - c. External report in which an external source such as an auditor or inspector is engaged to provide information on appropriate measures, standards or achievement and/or to audit or review district performance against these standards.**
- 3. In every case, the standard for compliance shall be whether the Superintendent has reasonably interpreted the Council policy being monitored and determination of whether reasonable progress is being made toward achieving the Council’s Ends policies.**
- 4. All policies that instruct the Superintendent will be monitored on schedule and by a method chosen by Council.**

Adopted: November 13, 2013

Revised: March 16, 2022

Review Method: Council Self-Assessment

Review Frequency: Annual – December 14, 2016

5. Each May/June the Council will conduct a formal evaluation of the Superintendent. A sub-committee may be formed to lead this process. The evaluation will be based upon data collected during the year from the monitoring of Council policies on Ends and Executive Limitations. The Council will review the evaluation document and process in closed session.

The evaluation process in brief:

- a. **The Superintendent may be asked to provide a self-reflection document, reflecting on the year gone by in relation to Council's ENDS and EXECUTIVE LIMITATIONS and considering accomplishments and challenges.**
- b. The results of the evaluation summary will be made available to the Superintendent by the Chair of the District Education Council and the Chair of the Evaluation Committee. These results will also be available to the District Education Council in private session where a determination will be made on the appropriate performance level.
- c. Once a determination has been made on performance level, the Council will consult in private session with the Director of Human Resources to address salary recommendations according to the provincial pay band.
- d. The Council will finalize a motion for the public session that states the overall finding on superintendent performance and salary recommendations.

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