

The Board of School Trustees, School District No. 48 (Sea to Sky), believes that the Superintendent of Schools should have his/her job performance evaluated on a regular basis.

1. The objectives of the evaluation are:

- 1.1 Accountability to the District and the public in ensuring that the Superintendent of Schools meets the statutory requirements as specified in the *School Act* and that the roles and responsibilities in the District as specified by the Board are carried out in a satisfactory manner.
- 1.2 Personal professional growth and development based on information from the Board, administrative staff, district employee groups and other educational partners in the district.
- 1.3 A constructive and effective working relationship in maintaining productive communication with the Board.

2. Scope of the Evaluation

- 2.1 The scope of the evaluation will be based on the Roles and Responsibilities of the Superintendent of Schools as specified by the Board.

3. Board/Superintendent of Schools Agreement

- 3.1 As the Superintendent of Schools is employed by the Board of Education, all procedures related to the evaluation of the Superintendent of Schools must be undertaken by the Board as a corporate body. No trustee, including the Chairperson, shall act as the Board in this matter.
- 3.2 The Board will ensure that the procedures for the formal and informal evaluation are mutually agreed upon between the Superintendent of Schools and the Board.

4. Procedures

- 4.1 Frequency
 - 4.1.1 An informal evaluation by the Board will be completed on an annual basis for the Superintendent of Schools.
 - 4.1.2 A formal extensive evaluation will be completed every 5 years or as deemed necessary by the Board.
 - 4.1.3 The Board Chair shall be responsible for scheduling and implementing the evaluation procedure, submitting the results to the Board and the Superintendent, and maintaining a confidential personnel file of the evaluation.

Adopted: June 9, 1999
Reviewed: August 31, 2016