

## Board Development Topic: Admin Council Performance Management

### Date of Board Meeting:

August 18, 2022

### Strategic Priority:

- High Quality Teaching and Learning
- Engagement of All Students, Families, and Communities
- Effective Policy and Procedures
- Healthy, Sustainable Physical & Social Environments

### Quality Indicator(s):

- QI 4.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented.
- QI 4.2 The Director models a commitment to personal and professional growth.
- QI 4.3 High standards of instruction and professional improvement are fostered.
- QI10.3 Establishes and maintains positive, professional working relationships with staff.
- QI10.4 Unites people toward achieving the Board's goals.
- QI10.7 Empowers others.

### Information for the Board (10 fast facts):

1. The purpose of the **Performance Evaluation Process for Administrative Council** is to ensure the work of our senior employees are breathing life into the Board of Education's strategic priorities and board policies daily. The process ensures accountability and promotes employee engagement and professional growth.
2. When an employee is new to the position, prior to entering the cycle for evaluation, they participate in formal **probationary evaluations**. These are completed informally after 3 months and formally after 6 months. At the end of the first year in the position the employee receives a Formal Evaluation and then enters the regular cycle as outlined in #3 below.
3. Admin Council employees (Superintendents, Managers & Supervisors) are evaluated on a **2-year cycle**. Year 1 employees focus on the duties as laid out in their job description. In Year 2, employees are involved in regular conversations with their immediate supervisor regarding areas of strength, weakness, work plans and overall service commitments.



Admin Council evaluations are done annually by the CFO and Director of Education according to the following **schedule**:

	2022-2023	2021-2022
Chief Financial Officer	Accounting Manager - DJ Technology Supervisor - KM	Payroll Supervisor - RS Facilities Manager - PM Transportation Manager - RH
Director of Education	Superintendent of Schools -MF Superintendent of Schools -MP Superintendent of Schools - SB Superintendent of Learning - LW	Superintendent of HR - JT Executive Services Supervisor - HM CFO - KG

4. Admin Council employees have a **digital portfolio** to collect evidence of their performance. The document is also used to keep a record of conversations with their supervisor. Ultimately it is this portfolio that houses the formal evaluation.
5. A **Job Description Analysis** is a copy of the employee’s job description. The employee and supervisor together answer yes or no to each duty listed in 10 domains. A column for evidence for each Quality Indicator is included. This can be populated by either the supervisor or the employee.
6. The **Service Commitment Survey** is given to 12-20 GSSD employees who work in close contact or would have specific knowledge on the Admin Council effectiveness in their position. The names of participants are put forth by the employee and are agreed upon by the supervisor. Participants are asked to answer with a *Support, Refute or Mixed*. The specific questions asked in the survey are:
  - The employee provides clear direction?
  - The employee provides effective leadership in their focus area?
  - The employee establishes and maintains positive working relationships with staff?
  - People trust this employee?
  - This employee effectively solves problems?
  - When you offer the employee feedback/ideas/concerns were you satisfied with their level of response?
  - Can you think of a time when this employee went above and beyond in service to you or the school division in general?
  - Are you confident that the employee will be able to get you the support you need either directly or through another team member?
  - Is there a time when the employee sought a solution rather than just denying the request?
  - Has the employee provided you support when you were in a difficult spot personally or professionally?
  - Listening is a skill that goes beyond 'hearing'. It involves validating the voice of others. Does the employee do this?
7. **Annual Professional Growth** conversations are intended to provide an opportunity for the employee to have a voice in their own development. Several times through the year the Admin Council employee will meet with their supervisor. The following guiding questions are provided as conversation starters:
  - What was your greatest personal/professional celebration?
  - What was your greatest “team” celebration?
  - What was your greatest “team” disappointment/frustration?
  - What can your supervisor do to make your job easier?
  - What does your supervisor currently do that makes your job more difficult?

- What is an area of growth for you?
  - What is an area of strength or passion you feel under utilized in?
  - If you had the power to change “one” thing in GSSD what would it be?
  - What do you want to be known for? What is your hope for your legacy?
  - What is one promise you are willing to make this year?
8. The Admin Council employee is encouraged to include in their report **Other Information** that is relevant to their position. This may include accolades, recent professional development or training, relevant work history and timelines. The employee is also encouraged to include personal information regarding their hobbies, interests and families as a way of painting a complete picture of the employee’s work-life balance.
9. A **Formal Evaluation Report** is presented by the CFO and/or Director to the employee at the conclusion of the 2-year cycle. It compiles data from the portfolio and the products, observations and conversations that were collected over a two year period. The formal review asks the supervisor to rate the employee’s performance under headings #5 to #8 above as:
- Not meeting expectations (termination)
  - Progressing (Performance Improvement Plan)
  - Proficient (Meets Expectations)
  - Exemplary (Acts as a model for other school divisions)
- The report is signed and dated by both parties and uploaded into Atrieve eDocs.
10. A **Performance Improvement Plan** is facilitated and monitored by the Superintendent of Human Resources should an employee receive a score of *Progressing* on any part of the formal evaluation.

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division