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Title: PERFORMANCE APPRAISAL: SUPERVISORY OFFICER OF EDUCATION

Adopted: February 2017

Reviewed:

Revised:

Authority: Education Act, 1990, S. 169.1 (1).

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## **POLICY**

It is the policy of the Bloorview School Authority that the performance appraisal of the Supervisory Officer of Education will be characterized throughout by transparency and open communication, balanced by professional confidentiality and respect for all parties.

## **GUIDING PRINCIPLES**

1. An effective performance appraisal of the Bloorview School Authority's Supervisory Officer of Education will:
  - Reflect the goals of the Board's Multi-Year Strategic Plan and other goals as mutually agreed upon by both the Board and the Supervisory Officer of Education.
  - Monitor the contribution of the Supervisory Officer and ensure accountability for the effective leadership and management of the Bloorview School Authority and the effective implementation of its Multi-Year Strategic Plan
  - Assist the Board and Supervisory Officer in identifying areas of strength and areas for improvement in his or her performance and the overall leadership of the Bloorview School.
  - Reflect a continuous results-oriented and improvement focus for both the Supervisory Officer of Education and the school board.

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- Provide a structured opportunity for the Supervisory Officer of Education to receive feedback and concerns in a timely and supportive way to facilitate resolution.
  - Model the importance of continuous improvement throughout Bloorview School Authority.
2. The Bloorview School Authority's Performance of Appraisal of the Supervisory Officer of Education:
- Will comply with Ministry of Education requirements.
  - Recognizes that the Supervisory Officer is the Chief Education Officer for the Bloorview School Authority and, as such, is held accountable for work performed by other staff.
  - Involves the participation of all trustees.

## **PROCEDURES**

3. A comprehensive performance appraisal of the Supervisory Officer shall be undertaken annually.
4. The performance appraisal of the Supervisory Officer shall be aligned with and based on duties as assigned in provincial statutes, regulations, policies, guidelines, a current job description for the Supervisory Officer of Education, Bloorview School Authority, identified goals of the Board's Multi-Year Strategic Plan, and other goals as mutually agreed upon by both the Board and the Supervisory Officer of Education.
5. The appraisal of the Supervisory Officer shall use a performance-based assessment system that is, it shall emphasize the need for and require the presentation of evidence that provides a clear and accurate representation of the performance of the Supervisory Officer.
6. The comprehensive evaluation shall include input from the Board and Supervisory Officer. Both parties will also agree on the tools or strategies that will be used to gather information regarding the achievement of identified goals by the Supervisory Officer of Education.

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7. The Board will identify members of a Performance Review Committee that will include the Chair of the Board and at least two trustees. The committee will coordinate the performance review process based on timelines mutually agreed by the Board and the Supervisory Officer of Education or as determined by the Board.
8. The Process will include:
  - a. At the beginning of the Performance Appraisal Cycle the Supervisory Officer and the board will establish a mutually agreed upon set of key priorities and goals.
  - b. A report from the Supervisory Officer of Education reflecting the mutually agreed-upon key priorities and goals set for the Supervisory Officer of Education. The report will include evidence in support of his or her work for the academic year just completed and opportunities for growth for the pending academic year.
  - c. A presentation by the Supervisory Officer of Education in a closed session of the Board to demonstrate the evidence of specific strategies used to achieve the goals, the indicators of goal implementation, and the results achieved.
  - d. Distribution of information/results collected through the agreed upon information collection method(s) to both the Supervisory Officer and the Board for review and discussion.
  - e. A full discussion of only the board of trustees to provide feedback to the Chair and committee on the information provided by the Supervisory Officer and that provided through the information collection process. The Board will also discuss suggestions for future key priorities and goals for the Supervisory Officer of Education.
  - f. A report summarizing the discussion will be prepared by the Performance Review Committee/Chair reflecting the consensus of the whole board
  - g. The Supervisory Officer will be given the opportunity to comment on the report of the committee to offer any clarifications, perspectives or corrections necessary.

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- h. The report will be presented for approval at the subsequent closed session of the Board.
- i. A meeting between the Chair, Vice-chair and the Supervisory Officer of Education to discuss the performance review will then occur in a timely manner following the Board meeting.
- j. Upon approval of a final performance appraisal report by the Supervisory Officer and the Board, the report will be signed by the Supervisory Officer and the Board Chair.
- k. The Supervisory Officer of Education is afforded the opportunity, if so desired, to append a commentary or response to the final performance appraisal document.