
SCHOOL DISTRICT NO. 36 (SURREY)

No. 3205

POLICY: PERFORMANCE REVIEWS FOR SENIOR ADMINISTRATORS

Regular performance reviews help provide a climate that facilitates professional growth on the part of staff and at the same time help maintain positive working relationships. For these reasons, the Board of School Trustees believes it important to ensure that a performance review takes place at least annually for each member of senior administrative staff. Through such reviews, the Board will strive to accomplish the following:

1. Clarify roles and responsibilities in the light of role descriptions and performance objectives as agreed upon from time to time;
2. Maintain harmonious and productive working relationships between the Board and its senior administration;
3. Provide a method of determining/reassessing priorities and ensuring that identified priorities are being addressed;
4. Provide feedback to individuals on goal attainment and performance, and identify needed supports to continue to achieve goals;
5. Ensure that effective leadership is being provided for the school system.

Notwithstanding the provisions of individual contracts of employment, the Board will conduct a performance review with the Superintendent of Schools prior to June 30th of each school year and the Superintendent will ensure that such a review takes place for each member of senior administration by the person to whom that individual reports. In the case of senior administration other than the Superintendent, provision will be made for Board input to the review. The Superintendent will report the results of these performance reviews prior to June 30 each year.

The reference documents for performance reviews will be the position description and individual statement of performance objectives.

Note: Senior administration includes the Superintendent, Deputy Superintendent, Secretary-Treasurer, Assistant Superintendents, Deputy Secretary-Treasurer and Directors of Instruction.

Approved: 1987-11-26
