

---

EVALUATION OF EMPLOYEES  
NOT COVERED BY COLLECTIVE AGREEMENTS

- POLICY -

The Board of Education has a responsibility to ensure that effective and high quality administrative services are maintained in the school system at all times. In order to meet this responsibility, a continuous, ongoing process of performance evaluation is to be carried out in accordance with the following regulations.

- REGULATION -

1. PURPOSE OF EVALUATION

The purpose of appraising the performance and effectiveness of executive officers, administrative officers, and managers is to promote improvement in the administrative/management function, to recognize exceptional performance, and ultimately to bring about continued improvement in the teaching-learning process in district schools.

2. PROCESS

The evaluation process will encourage and assist the professional growth of executive officers, administrative officers and managers, recognize excellence, ascertain the extent to which the educational goals of the province and the school district are being met and, in general, assist the Board in making educational decisions that are in the best interests of its students.

3. PERFORMANCE STANDARDS

Major areas of responsibility in which individual principals, vice-principals, the Superintendent of Schools and their designate may be evaluated include:

- curriculum and instruction
- program management
- staff relations
- school/community relations

- student relations
- fiscal management
- professional growth plans
- support services management
- building management
- organizational/planning skills

- other responsibilities as may be identified from time to time.

Major areas of responsibility in which individual managers or the Secretary-Treasurer may be evaluated include:

- organizational/planning skills
- staff relations
- department/school relations
- fiscal management
- professional growth plans
- program management
- department/community relations
- support services management
- building management

- other responsibilities as may be identified from time to time.

#### 4. CONTRACTS OF EMPLOYMENT

Nothing in this policy or its regulations shall affect the rights of the Board in dealing with its executive officers, principals, and managers. The provisions of the School Act, its Regulations, and individual contracts of employment shall govern the rights and obligations of the Board.

#### 5. EXCLUDED STAFF NOT IN MANAGEMENT POSITIONS

The evaluation of performance of other employees in excluded positions shall be based on major areas of responsibility for the position concerned.