



BOARD POLICY No. GOV-08	
Adopted	March 25, 2014
Last Revised	
Review Date	
Board Motion	14-R37

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## PERFORMANCE REVIEW: DIRECTOR OF EDUCATION

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### 1. RATIONALE

Rainbow District School Board has developed this governance policy to ensure accountability for the effective leadership and management of the school system and to comply with its duty under the *Education Act* to “monitor and evaluate the performance of the board’s Director of Education.”

This Board policy provides a collaborative and agreed upon process for the performance review of the Director of Education. The review process is intended to provide the Director with concrete feedback from the Board that can be used as a basis for his or her personal development in the role. The process focuses both the Board and the Director on continuous improvement.

### 2. POLICY

- 2.1 Rainbow District School Board believes that a properly conducted performance review of the Director of Education benefits the director, enhances the relationship between the Director and the Board of trustees, ensures high standards for the delivery of educational programs and services, and models the importance of accountability for the system.
- 2.2 The performance review process for the Director of Education provides a forum for constructive dialogue and exchange of information between the Director of Education and the Board of trustees. The process allows for the opportunity to review past accomplishments and progress in alignment with the multi-year strategic plan. The end result will provide clear direction for the Director of Education in the subsequent year.
- 2.3 In addition to being aligned with the annual goals of the multi-year plan, the performance review is based on Board policy, Role of the Director of Education. This policy sets out Board expectations for the director’s performance. The Board will also review the director’s support for the Board’s vision, mission, and values.
- 2.4 The Board may at any time decide to use a skilled external facilitator to assist with the performance review process. The facilitator would provide an objective written report, based on the agreed evidence gathered, and include areas for focus and /or improvement in the year ahead.

**3. BOARD EXPECTATIONS**

- 3.1 The chair is responsible for leading the performance review process and establishing appropriate timelines. It is recommended that all trustees provide feedback on the performance review through the chair.
- 3.2 The process will include an opportunity for the Director of Education to make a presentation to the members of the Board on the progress that is being made on the multi-year strategic plan. The multi-year strategic plan provides the basis for evaluation of the Director of Education as it is a governance document that has been approved by the Board for implementation by the director. During this presentation, the Director of Education will also have the opportunity to make recommendations to the Board regarding priorities that may need to be re-evaluated by the Board.
- 3.3 The Director may include in the presentation details about achievement of Board expectations in connection with Board policy, Role of the Director of Education. The Board will consider the director's fulfillment of this job description in the performance review.
- 3.4 The Director of Education shall provide regular feedback on the multi-year plan and other aspects of system leadership throughout the year to assist the Board to monitor performance on a regular basis as part of its governance role.
- 3.5 The end result of the performance review will be a formal letter from the chair, written on behalf of the Board and approved by the Board. The management letter will be put on the Director of Education's file with the human resources department. The letter will detail accomplishments and, where appropriate, redirection, along with an agreement on objectives for the coming year in alignment with the multi-year strategic plan.
- 3.6 The performance review shall be completed and presented to the Director annually.
- 3.7 A formal motion will be made at a public Board meeting approving the completion of the performance review process for the Director of Education.
- 3.8 The Director of Education will have an opportunity to respond by the next Board meeting if he or she does not agree with any comments that are made in the management letter.

**REFERENCE DOCUMENTS**

**Legal:**

*Education Act, S 169.1 Duties and Powers of Boards*  
*Education Act, S 283 Chief Executive Officer*  
*Education Act, S 283.1 Additional Duties of Director of Education*  
Ontario Regulation 309 Supervisory Officers  
*Municipal Freedom of Information and Protection of Privacy Act*

**Board:**

Board Policy No. GOV-01 Vision, Mission, and Values  
Board Policy No. GOV-02 Strategic Directions for Rainbow Schools  
Board Policy No. GOV-06 Role of the Director of Education  
Board Policy No. GOV-09 Delegation of Authority

**Resource:**

*Good Governance for School Boards: Trustee Development Program. Module 5a Performance Review: Director of Education.*