

## Policy Statement



Policy No. F-16

**SUBJECT:** Policy on the Evaluation of the Performance of the Director General

**Approval Date:** March 29, 2011

**Resolution No:** C-10/11-213

**Revision Date:** May 29, 2018

**Resolution No:** C-17/18-167

**Origin:** Executive Committee

### REFERENCES:

**1. Education Act (R.S.Q., Chapter I-13.3), section 201:**

The Director General shall assist the Council of Commissioners and the Executive Committee in the exercise of their functions and powers.

He is responsible for the day-to-day management of the activities and resources of the school board. He shall see that the decisions of the Council of Commissioners and of the Executive Committee are carried out and shall perform the duties that they assign to him.

**2. Regulation Respecting the Conditions of Employment of Management Staff of School Boards (September 23, 1998), p. 87:**

The position of Director General entails total responsibility for the management of all the activities, programs and resources of the agency for all the administrative units, establishments and fields of activity as well as the follow-up of the implementation of the decisions made by the Council of Commissioners and the Executive Committee in accordance with the legal and statutory provisions in force.

### PURPOSE

The purpose of this policy is to provide feedback to the Director General, to foster and encourage continuous dialogue and to ensure the mutual understanding of expectations between the Director General and the Council of Commissioners. This policy will provide the basis for the Council of Commissioners to assess the degree of success achieved by the Director General in fulfilling his or her responsibilities. It will also provide a basis for any decisions that the Council of Commissioners might make concerning the Director General.

## **GENERAL PRINCIPLES**

Council will formally evaluate the Director General on an annual basis, normally by June 30th of each school year.

The objective of the evaluation is to promote professional excellence, improve skills, clarify Board expectations, review progress towards the achievement of goals and to set direction for further improvement.

This evaluation will be the result of an ongoing evaluation process and will be based on the Director General's performance during the school year. Throughout the year, the Executive Committee will discuss with the Director General progress toward organizational and personal goals, prominent issues that may arise in the School Board and any concerns with respect to his performance. The Executive Committee will also acknowledge accomplishments and successes.

The Director General will participate in the evaluation each year by:

- Providing proposed organizational objectives. The DG may also provide a personal vision statement and/or personal goals to Executive and Council.
- Reviewing the level of achievement in a year-end presentation, normally in June, to the Council of Commissioners, including a written self-assessment.

## **THE EXECUTIVE COMMITTEE**

The Executive Committee is responsible for Director General Evaluation. The Executive Committee may also appoint a member Commissioner and/or a sub-committee of the Committee to oversee this responsibility on their behalf.

### **PROCESS - Goal setting and procedures**

The Executive Committee will meet the Director General **of** each school year to discuss relevant goal-setting objectives and establish the upcoming evaluation process.

At the first scheduled Executive Committee meeting, the Director General is to present the proposed organizational goals and, optionally, personal vision statement and personal goals for the upcoming academic year to the Executive Committee, who shall review the proposed objectives and make recommendations as deemed appropriate and identify specific deliverables for the upcoming school year against which the Director General will be evaluated.

The Executive Committee and the Director General shall present the proposed organizational goals and specific deliverables to the Council of Commissioners prior September 30<sup>th</sup> of that year. Council shall then review the proposed goals and deliverables, request modifications where deemed appropriate, and give its approval.

The Director General shall present a year-end presentation, normally in June, to the Executive Committee for their input and review, and subsequently to Council for final approval.

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Notwithstanding the suggested Goal setting and procedures described above in this policy, the review process shall always be established by agreement between the Executive Committee and the Director General.

### **CONFIDENTIALITY**

The Council of Commissioners and Executive Committee will safeguard the confidentiality of the evaluation information and reports. The Performance Agreement and the Evaluation Report on the Performance of the Director General as approved by Council will be kept in the office of the Director of Human Resources in a sealed file confidential to the Executive Committee.

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