



ONTARIO EDUCATION SERVICES CORPORATION

Professional Development Program for School Board Trustees

Modules

5 Part A: Performance Review: Director of Education

Evaluation of the Performance of the Director of Education

Policy Area

Personnel & Employee Relations (from Board Policy Manual) Evaluation of the Performance of the Director of Education.

Rationale

An effective performance review provides a mutual learning opportunity to provide feedback to the director of education in a process which strengthens the organization and benefits students.

The Ministry of Education has directed that school boards conduct an evaluation of the performance of the director of education (Education Act [169.1\(1\)](#)).

Policy

It is the policy of the xyz District School Board to:

- (1) Ensure accountability for the effective leadership and management of the school system and the effective implementation of its Multi-Year Strategic Plan.
- (2) Provide the director of education with concrete feedback from the elected board on his/her performance to be used as a basis for his/her personal development in the role.



Guiding Principles

The xyz District School Board supports the following guiding principles for the performance review process for the director of education:

- (1) Comply with Ministry of Education requirements.
- (2) Comply with the director's contract terms.
- (3) Be completed annually or otherwise as agreed.
- (4) Be mutually agreed by the board and the director of education.
- (5) Be based on mutual agreement on the following:
 - a. What will be assessed based on the job description for the director and the board's Multi-Year Strategic Plan*
 - b. What specific evidence (data) will be collected
 - c. Who will be involved in the collection of data and how it will be collected
 - d. Agreement that all data will be shared with the director of education and that FOI/POIP rules will apply to the collection of data for evaluation purposes.
 - e. A written report at the end of the review period approved by the board that is objective, based on the agreed evidence (data) gathered and includes area(s) for focus and/or improvement in the next year
 - f. An effective agreed upon process for discussing and resolving any disagreement between the board of trustees and the director on the process or the written report
 - g. Confidentiality



Policy Review Date

In accordance with the board's policy on review of policies.

NOTE: It is strongly recommended that a board/director engage a trained facilitator to work with the board to develop its policy and procedures and to assist with implementation of the policy including facilitating the meetings, at least for the first year. Trained facilitators are available through the Centre for Governance Excellence at OESC.

[The Ontario Leadership Framework <https://www.education-leadership-ontario.ca/content/framework>](https://www.education-leadership-ontario.ca/content/framework), which includes the Personal Leadership Resources and other supporting documents, should be reviewed when developing the director's job description.