



5 Part A: Performance Review: Director of Education

Tips for Performance Review

- Engage a skilled facilitator to assist with the process.
- When developing an effective performance review process, consider:
 - Clear rationale and objectives
 - Legal requirements and confidentiality
 - Clear steps and timeline
 - What will be assessed
 - What specific data will be collected, how and by whom
 - Writing a report that is objective, evidence-based and includes areas for focus/improvement
 - Creating an effective process for discussing and dealing with any disagreement between the board and the director
- Include the five leadership practices which form the basis of the Director's Performance Review in your process.
 1. Setting directions
 2. Building relationships and developing people
 3. Developing the organization
 4. Leading the instructional program
 5. Securing accountability
- Adopt a behavioral, as opposed to a psychological, approach to collecting evidence – what the director has done or what **will actually do** in a problematic situation, for example.
- Focus on research-based leadership competencies, such as those identified in the document http://www.education-leadership-ontario.ca/storage/6/1382796579/Strong_Districts_and_their_Leadership_2013.pdf as a guide for your work
- Align the Director's Performance Review process with the Board Self-Assessment process and with the goals for the board as outlined in the multi-year strategic plan.



- Refer to the performance review documents listed in the reference section for ideas.
- Ensure open communication, collaboration and discussion between the board and the director.