



## Performance Review Checklist and Self-Assessment Tool

Use this checklist to identify areas of strength and areas in which something could improve with respect to the Director's Performance Review process. You can work through this checklist as a board, or trustees could complete it individually and then talk about their responses with the larger group.

<b>The Director's Performance Review:</b>	<b>Confident</b>	<b>Unsure</b>	<b>Needs work</b>	<b>Comments/questions/things to explore</b>
<ul style="list-style-type: none"><li>benefits students based on the shared responsibility of the director and the elected board for improving student achievement;</li></ul>				
<ul style="list-style-type: none"><li>strengthens the organization, making it more cohesive, viable, accountable and proactive in serving the needs of students and the broader school board community;</li></ul>				
<ul style="list-style-type: none"><li>is based on the director's job description and clearly aligned with the annual goals of the board's multi-year strategic plan;</li></ul>				
<ul style="list-style-type: none"><li>is conducted on an annual basis, involving the full board;</li></ul>				



<ul style="list-style-type: none"> <li>is a mutual learning opportunity to affirm successful practices and to improve areas of identified need;</li> </ul>				
<ul style="list-style-type: none"> <li>is results-oriented and reflects a continuous improvement focus for both the director and the school board;</li> </ul>				
<ul style="list-style-type: none"> <li>is characterized throughout by a process that is well understood and communicated to stakeholders while respecting the confidentiality of individual inputs and findings within the professional process of the conduct of the review; and</li> </ul>				
<ul style="list-style-type: none"> <li>provides a structured opportunity for the director to receive feedback and it identifies concerns in a timely and supportive way to facilitate resolution.</li> </ul>				



<b>The Director’s Performance Review includes:</b>				
• clear rationale and objectives for the process, including context;				
• legal requirements and confidential reference to the director’s job description as well as his/her contract with the elected board				
• clear process steps and timeline, with agreement of the full Board of Trustees and in collaboration with the director, at the beginning of the Review year; including:				
• What will be assessed and what criteria will be used as annual goals				
• What specific evidence (data) will be collected				
• Who will be involved				
• A description of the end of year process, including approval of a written report by the Board of Trustees				



<ul style="list-style-type: none"> <li>• Written report that is objective, based on the agreed evidence gather and includes areas for focus and improvement for the year ahead</li> </ul>				
<ul style="list-style-type: none"> <li>• An effective process for discussing and dealing with any disagreement between the Board of Trustees and the director on the process or the written report.</li> </ul>				



**Summary:**

**Strengths:**

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**Unknowns:**

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**Aspects that Need Work:**

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**Concerns, questions or things to explore**

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**Next Steps:**

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