

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

PERFORMANCE MANAGEMENT PROCESS SUPERINTENDENT OF SCHOOLS AND EXEMPT STAFF

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Purpose

The Board of Education believes that a performance management process should be an ongoing process of communication between a supervisor and an employee that occurs throughout each year in support of accomplishing the mission and strategic priorities of the organization. The communication process includes clarifying expectations, setting objectives, identifying goals, providing feedback, planning for professional growth/learning and reviewing progress in each area.

The Board believes that performance management processes undertaken with exempt staff should be:

- Simple and clear
- Focused on personal professional growth and learning
- Premised on clearly articulated expectations, deliverables and accountabilities grounded in duties/responsibilities of the job description
- Based on goals/objectives/actions linked to strategic priorities and operational plan of the district/school
- Continuously looping with ongoing and regular check-ins and dialogue

The Board will ensure that it engages the Superintendent/CEO in an ongoing performance management process as agreed to by the parties. This process is to be facilitated by the Director of Human Resources or a designate.

The Superintendent will ensure that an appropriate and ongoing performance management process is carried-out with the following exempt staff:

- Secretary Treasurer
- Assistant Superintendent
- Director of Human Resources
- Principals and Vice Principals
- Executive Assistant – Education Programs and Operations

Note: Also responsible to see that an appropriate and ongoing performance management process is carried out with other educational staff.

The Secretary Treasurer will ensure that an appropriate and ongoing performance management process is carried-out with the following exempt staff:

- Assistant Secretary Treasurer
- General Manager of Operations
- Executive Assistant – Board Governance and Operations

Note: Also responsible to see that an appropriate and ongoing performance management process is carried out with other operational staff.