

# Appendix B



<b>POLICY NAME:</b>	<b>Performance Appraisal: Director of Education</b>
<b>POLICY SECTION:</b>	Administration and Governance
<b>DATE APPROVED:</b>	October 4, 2006
<b>DATE OF NEXT REVIEW:</b>	2030
<b>DATES OF AMENDMENTS:</b>	May 2013; September 2013; February 2016; May 2018; June 2025
<b>RESPONSIBLE DEPARTMENT:</b>	Legal Services

## Policy:

Ontario Regulation 83/24 - Director of Education Performance Appraisal (O. Reg. 83/24), requires the Board of Trustees (Trustees) to establish a committee composed of not fewer than three and not more than seven Trustees to annually appraise the Director of Education (Director) based on mandatory assessment criteria and any additional, locally focused priorities identified by the Trustees in collaboration with the Director.

The policy establishes a standardized, fair and transparent framework for the annual performance appraisal process of the Director by the Trustees. The process provides a structured opportunity for the Director to receive feedback and identify concerns in a timely and supportive way to facilitate development, goal achievement and resolution.

The policy is in alignment with the TCDSB’s Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ

## Scope and Responsibility:

This policy applies to the Director of Education and is managed by the Trustees. Trustees are responsible for this policy.

## Regulations:

1. The Trustees and the Director will jointly develop the content, process and the methods of data collection in compliance with O. Reg. 83/24. The Performance Appraisal is not intended to encompass every aspect of the Director’s work, but to focus on the Director’s success in implementing the actions and achieving the goals set out in the performance plan required by O. Reg. 83/24.

2. The Performance Appraisal Process will be developmental in its nature, providing for a joint learning opportunity between the Director and the Trustees to affirm success and improve identified areas of need.
3. The Director's Performance Appraisal Committee Chair and at least one other member of the committee will meet with the Director to develop and finalize the performance plan.
4. The content of the appraisal surveys, the feedback to the Director, discussions with the Trustees and subsequent documentation will be held in confidence. The appraisal surveys shall be based on the Director's areas of responsibility as outlined in the following sources:
  - i. the Education Act;
  - ii. the six goals outlined in O.Reg. 83/24:
    - Advance the provincial priorities in education in the area of student achievement set out in O.Reg. 224/23 (Provincial Priorities in Education - Student Achievement).
    - Manage human, capital and fiscal resources to achieve the goals identified in the board's multi-year plan developed under clause 169.1 (1) (f) of the Act.
    - Promote a healthy and inclusive workplace with effective systems for staff selection and oversight.
    - Create and maintain respectful and collaborative relationships with students, parents, staff, school board communities, community partners and stakeholders, Ministry staff and the Minister.
    - Demonstrate leadership that maintains or improves the reputation of and public confidence in the board.
    - Ensure compliance with applicable laws, Ministry policies and guidelines, and board mandates.
  - iii. the additional goal of promoting Catholic identity by nurturing our Catholic community, culture and Christian service in the Board;
  - iv. O. Reg. 83/24 - Director of Education Performance Appraisal; and
  - v. the Director's Performance Plan.
5. In a Director's first full evaluation cycle and every second full evaluation cycle after that, an entity that has at least five years of experience conducting multi-source executive performance assessments will take the following steps as part of the appraisal process:

- A) Request feedback from the persons listed below in respect of the Director's performance.
- i) Each Trustee.
  - ii) Each student trustee of the board.
  - iii) Each member of every statutory, ad hoc, or other committee of the board.
  - iv) Each staff member of the board who reports directly to the Director.
  - v) Each parent member of the school council at each school of the board.
  - vi) A representative nominated by each local employee association representing employees of the board.
  - vii) A representative sample of community partners and stakeholders, as identified by the committee with input from the Director.
- B) Prepare a written report summarizing and analyzing the feedback.
6. The process by which the Director's performance is appraised, and the occurrence of the appraisal will be made known to the TCDSB community.
7. The Director will be provided with a draft of the performance appraisal report on or before July 7<sup>th</sup> and will be permitted an opportunity to respond to the committee's evaluation, performance rating and explanation for the rating by July 31<sup>st</sup>.
8. The results of each annual appraisal are linked to any salary changes in compliance with the Director's Term Employment contract.
9. The Board of Trustees will provide written confirmation to the Minister of Education that the performance appraisal evaluation cycle has been conducted, and that the final performance appraisal report has been adopted by Board resolution.

### **Cross References:**

#### Legislation

Education Act, Section 283 (2) and 283.1, Section 169.1

#### Policy/Procedure

Trustee Code of Conduct Policy

Director of Education Performance Appraisal Guiding Principles

#### Other

Director of Education's Term Employment Contract

Ontario Catholic School Trustees' Association – DPA Placemat

[Ontario Education Services Corporation – Director Performance Appraisal](#)

[Ontario Education Services Corporation 2022-2026 Good Governance Guide](#)

[Ontario Education Services Corporation Trustee Development Program Modules](#)

**Definitions:**

Entity: A third party that has at least five years of experience conducting multi-source executive performance assessments.

**Evaluation and Metrics:**

1. The policy will be reviewed every five years.