

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>SUPERVISION/EVALUATION PROCESS: SENIOR LEADERSHIP TEAM</b>	<b>CDA</b>

### I. POLICY

The Louis Riel School Board believes that the ethical and effective use of influence and authority by members of the Senior Leadership Team is critical to the realization of the Division’s Vision and Mission.

Accordingly, this policy articulates measures to maintain a high standard of leadership capacity.

### II. GUIDELINES

A. Consistent with [Policy CBC – Superintendent of Schools: Roles & Responsibilities](#), the Superintendent of Schools shall:

1. provide guidance and supervisory leadership to all other members of the Senior Leadership Team;
2. establish a process whereby all other members of the Senior Leadership Team are evaluated regularly.

B. The evaluation process shall strive to:

1. develop a shared understanding of the leader’s roles, responsibilities and accountabilities and identify opportunities, challenges and strategic priorities therein;
2. facilitate harmonious working relationships between the leader and the Board, the Superintendent, direct subordinates and other staff;
3. fulfil contractual and legal obligations; and
4. support systemic accountability.

### III. PROCEDURES

A. The evaluation process shall:

- provide opportunity for self-review, self-assessment and goal setting;
- document professional growth;
- communicate performance feedback;
- recognize accomplishments; and
- identify areas for growth.

<b>Adopted:</b>	March 3, 2020	<b>Legal References:</b>
<b>Revised:</b>		

- B. The Superintendent of Schools shall complete evaluations of:
  - the Secretary-Treasurer;
  - Assistant Superintendents; and
  - Directors that report directly to him.
- C. The Superintendent of Schools may delegate to an Assistant Superintendent evaluations of Directors under their direct supervision.
- D. The Superintendent of Schools may delegate the evaluation of the Assistant Secretary-Treasurer to the Secretary-Treasurer.

<b>Adopted:</b>	March 3, 2020	<b>Legal References:</b>
<b>Revised:</b>		