

## 2120: MONITORING DISTRICT STAFF and PRINCIPAL & VICE PRINCIPAL PERFORMANCE (AP)

Approved: 17 12 12

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### **POLICY**

It is the responsibility of the Superintendent of Schools/CEO to ensure processes are in place to monitor the performance of exempt District staff and school-based principals and vice principals. The purpose of this policy is to outline the processes and criteria that monitor the performance of senior leaders, principals and vice principals and other exempt staff, and, on this basis, draw reasonable summative conclusions.

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### **PROCESS**

#### **1.0 SCHEDULE**

- 1.1. Prior to May 15 in each year, the Superintendent will confirm responsibilities for monitoring performance, applicable criteria, expectations and process.

#### **2.0 Methods**

- 1.2. Performance reviews will be conducted according to established procedures and agreed-upon job-specific criteria.
- 1.3. The performance review process will involve the Superintendent/designate and employee. Other individuals may be included in the Performance Review process as agreed to by the Superintendent/designate and employee.
- 1.4. The intent and methods of the performance review are intended to be growth oriented, promoting both ongoing learning and improved performance.
- 1.5. Performance review sessions are to be facilitated by the Superintendent/designate.

Notwithstanding the above schedule and methods, the Superintendent shall continuously monitor the performance of District staff, principals, vice principals and other exempt staff, and provide constructive feedback as necessary and appropriate.

Legal Reference: *School Act Sec. 85*