



SUPERINTENDENT/CEO EVALUATION TEMPLATE

Please complete this survey in accordance with the following ranking scale:

- 3 – Exceeds expectation
- 2 – Meets expectation
- 1 – Needs improvement
- NK – No knowledge

Comment section is provided for any additional observations and perspectives you may wish to offer.

Student Learning

Ranking				Attributes
3	2	1	NK	Demonstrates knowledge of curriculum and instructional trends
3	2	1	NK	Monitors and evaluates implementation of division instructional programs and impact of instruction on achievement
3	2	1	NK	Ensures a variety of differentiated programming in an inclusive setting to address individual student's diverse learning needs
3	2	1	NK	Ensures teaching and student assessment are aligned with provincial curriculum
3	2	1	NK	Regularly reflects on data from multiple sources to guide division planning
3	2	1	NK	Includes the use of computers, the internet, distance learning and other technologies in educational programming
3	2	1	NK	Builds capacity and supervision of school-based administrators is based on sound research and practices

Comments:

Cross Reference: Board Policy #7 – Board and Superintendent/CEO Relationship	
Board Approved: Jun. 25, 2018	Procedure Review Date: Mar. 23, 2015
Procedure Revision Date: Mar. 23, 2015	Page 1 of 8



SUPERINTENDENT/CEO EVALUATION TEMPLATE

Climate

Ranking				Attributes
3	2	1	NK	Promotes understanding and celebrating school/community cultures
3	2	1	NK	Promotes and expects a climate of tolerance, acceptance and civility
3	2	1	NK	Recognizes and celebrates staff and student accomplishments
3	2	1	NK	Maintains safe and caring learning environments

Comments:

Cross Reference:	Board Policy #7 – Board and Superintendent/CEO Relationship		
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date: Mar. 23, 2015	Page 2 of 8



SUPERINTENDENT/CEO EVALUATION TEMPLATE

Leadership

Ranking				Attributes
3	2	1	NK	Facilitates a community process to develop and implement a shared vision that focuses on improving student achievement
3	2	1	NK	Models through words and actions insightful leadership that inspires others to share a collective vision and mission
3	2	1	NK	Facilitates change and promotes innovation
3	2	1	NK	Consistently utilizes collaborative, principle-based decision making to make ethical decisions that are in the best interests of students
3	2	1	NK	Demonstrates effective conflict resolution skills

Comments:

Cross Reference:	Board Policy #7 – Board and Superintendent/CEO Relationship		
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date: Mar. 23, 2015	Page 3 of 8



SUPERINTENDENT/CEO EVALUATION TEMPLATE

Management

Ranking				Attributes
3	2	1	NK	Ensures human, material and financial resources are secured, allocated and managed in an effective, responsible, and accountable manner
3	2	1	NK	Develops and monitors long-range plans for school and division technology and information systems, making informed decisions about computer hardware and software
3	2	1	NK	Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma
3	2	1	NK	Administrative procedures and/or policies provide direction for school division activities
3	2	1	NK	Service delivery and other operations comply with Board policies and school division administrative procedures
3	2	1	NK	Provides the Board with information, advice and support necessary to fulfill its governance role
3	2	1	NK	Ensures appropriate processes are used to develop and review school division administrative procedures and educational initiatives
3	2	1	NK	Ensures organizational performance is monitored and adjustments made when necessary

Comments:

Cross Reference:		Board Policy #7 – Board and Superintendent/CEO Relationship	
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date: Mar. 23, 2015	Page 4 of 8



SUPERINTENDENT/CEO EVALUATION TEMPLATE

Professionalism

Ranking				Attributes
3	2	1	NK	Advocates for the division in the community
3	2	1	NK	Initiates professional opportunities and makes a contribution to the profession
3	2	1	NK	Establishes a professional code of ethics and demonstrates personal integrity
3	2	1	NK	Works with the Board in a collegial, respectful and cooperative manner
3	2	1	NK	Explores and develops ways to find common ground in dealing with difficult and divisive issues
3	2	1	NK	Promotes own professional growth

Comments:

Cross Reference: Board Policy #7 – Board and Superintendent/CEO Relationship			
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date: Mar. 23, 2015	Page 5 of 8



SUPERINTENDENT/CEO EVALUATION TEMPLATE

Communication

Ranking				Attributes
3	2	1	NK	Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small groups and one-on-one environments)
3	2	1	NK	Establishes effective school/community relations, school/business partnerships and public service
3	2	1	NK	Understands the role of media in shaping and forming opinions as well as how to work with the media
3	2	1	NK	Demonstrates strong interpersonal communication skills
3	2	1	NK	Ensures that effective communication planning is in place
3	2	1	NK	Establishes communication links and builds relationships and trust with all internal and external stakeholders

Comments:

Cross Reference: Board Policy #7 – Board and Superintendent/CEO Relationship	
Board Approved: Jun. 25, 2018	Procedure Review Date: Mar. 23, 2015
Procedure Revision Date: Mar. 23, 2015	Page 6 of 8



SUPERINTENDENT/CEO EVALUATION TEMPLATE

Personnel

Ranking				Attributes
3	2	1	NK	Ensures recruitment strategies lead to the selection of qualified and effective staff
3	2	1	NK	Ensures all staff members are supervised and evaluated in accordance with school division requirements
3	2	1	NK	Ensures staff development programs are aligned with provincial, school division, and school improvement plans
3	2	1	NK	Ensures effective leadership development programs are implemented
3	2	1	NK	Ensures contractual obligations with staff are fulfilled
3	2	1	NK	Ensures principles of fundamental justice are followed in dealing with all staff performance issues
3	2	1	NK	Works at establishing good staff morale

Comments:

Cross Reference: Board Policy #7 – Board and Superintendent/CEO Relationship	
Board Approved: Jun. 25, 2018	Procedure Review Date: Mar. 23, 2015
Procedure Revision Date: Mar. 23, 2015	Page 7 of 8



SUPERINTENDENT/CEO EVALUATION TEMPLATE

Goals

Board of Trustees Comments

Cross Reference:	Board Policy #7 – Board and Superintendent/CEO Relationship		
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date: Mar. 23, 2015	Page 8 of 8