

Board Policy 12 – Appendix B

Superintendent Evaluation/Annual Review Guidelines

The evaluation of the Superintendent will be dependent on the following factors:

1. The Superintendent will receive an independent evaluation within the first year of employment, and within the final year of his or her contract. The same process can be invoked at any time during the contract if the majority of the Trustees deem that one is warranted or necessary.
2. For the first year of employment, the process for evaluation will begin six (6) months prior to the end of the year of employment. For the evaluation within the final year of the contract, the process will be completed six (6) months prior to the end of the contract, notwithstanding provisions in Appendix C, Guideline 3.

Evaluation and Feedback Criteria

In addition to the Northern Gateway Public Schools' policy, the following resources should be considered or utilized when evaluating the Superintendent:

1. Alberta Education Superintendent Leadership Quality Standard
2. Alberta Regulation 98/2019 – Education Act – Superintendent of Schools Regulation
3. Alberta Regulation 84/2019 – Education Act – Certification of Teachers and Teacher Leaders Regulation

Appendix C provides a structure utilizing the reference documents in Appendix B. This can be used as a reflection tool by the Superintendent and the School Board and provides guidance for survey tools and interview questions.