

POLICY 310

Executive Director Performance Appraisal

1.0 Policy Statement

The Ontario Public School Boards' Association (OPSBA) is committed to ethical, equitable, diverse leadership and a healthy and inclusive workplace culture. OPSBA believes that a strong Executive Director Performance Appraisal (EDPA) contributes to confidence in public education and respect for the role and responsibilities of school boards and trustees.

2.0 Objective

To guide the process by which the performance of the Executive Director is monitored.

3.0 Application

Guiding principles to be considered throughout the EDPA process include:

- Accountability and transparency
- Open communication
- Confidentiality and respect for all parties

4.0 Responsibility

Board of Directors, Executive Council, Table Officers, Executive Director

5.0 Definitions

- 5.1 The *Executive Director* is the senior executive leader and has the overall accountability for the day-to-day management of OPSBA and the management of staff. All OPSBA staff report either directly or indirectly to the Executive Director. The Executive Director reports directly to the Board of Directors and is responsible for carrying out the Board's decisions.
- 5.2 A *Dispute Resolution Process* is a procedure to resolve disagreements between parties. It usually involves the concerned parties and a mutually agreed upon neutral or third-party facilitator who will co-construct and administer the process with all parties.
- 5.3 A *Performance Improvement Plan* is a document that clearly lists the expectations and steps that an individual need to succeed and a timeline for reaching these goals.

6.0 Scope

The EDPA is to be conducted annually. It will consider information contained in reports from the Executive Director to Executive Council and the Board of Directors on the achievement of strategic priorities and ongoing day-to-day work of staff. If deemed necessary by Executive Council, an external consultant may be retained to support the process. This may include a comprehensive review once every four years, beginning in year three of the Executive Director's contract.

The EDPA process and discussions are confidential and are to be conducted in camera. The EDPA report content is confidential and is to be kept secure in the Executive Director's personnel file.

6.1 Minimum Requirements

Similar to the minimum requirements for a Director of Education Performance Appraisal policy, the following are to be considered for the OPSBA EDPA:

- a) Annual review process that is well understood and communicated
- b) Timelines and dates for work to be completed and update reports delivered
- c) Clear alignment with the OPSBA Multi-Year Strategic Plan
- d) The use of an anonymous '360' feedback and other feedback mechanisms for comprehensive input
- e) A dispute resolution process
- f) A performance improvement plan provision, should it be warranted

6.2 Executive Director Contract

The following statement is to be included in the OPSBA Executive Director's contract which ensures that the EDPA takes into consideration any relevant provisions contained within the contract:

"OPSBA's Executive Council shall conduct an annual performance appraisal of the Executive Director. The appraisal will take into account the provisions of this Agreement."

7.0 Executive Director Performance Appraisal

7.1 Table Officers:

- a) Oversee the performance appraisal process in accordance with this policy and any provisions in the Executive Directors' contract
- b) Choose one table officer to facilitate and manage the performance appraisal process
- c) Deliver a report on the outcome of the appraisal to the full OPSBA Board of Directors

7.2 Executive Council:

- a) Provide input into the process and the appraisal
- b) Ensure the performance appraisal process is scheduled annually

7.3 Board of Directors:

- a) Ensure the Executive Director's performance is evaluated annually based on their ability to meet agreed upon obligations of the position and OPSBA's Mission, Vision and Values, Multi-Year Strategic Priorities and Annual Operational Goals
- b) Provide input on the Executive Director's performance
- c) Discuss the EDPA in camera

7.4 Executive Director:

- a) Participate in the performance appraisal process, including a self-assessment, where applicable
- b) Provide regular updates and reports on measures to achieve strategic priorities and the ongoing day-to-day work of staff to Executive Council and the Board of Directors

8.0 History and Review

8.1 Approved: October 1, 2022

8.2 Recommended next review: Following the next EDPR and then as per the policy review cycle