



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES SUPERVISORY OFFICER PERFORMANCE APPRAISAL

PURPOSE

Supervisory Officers are system leaders and members of the senior management team for the Huron-Superior Catholic District School Board. They perform a critical role in support of the improvement of student learning and in achieving the Board's mission to develop the full potential of each student and to nurture a personal relationship with Jesus that will inspire Catholic leadership. The Supervisory Officer Performance Appraisal (SOPA) procedures strongly emphasize supervision of professional growth in a culture which reflects cooperative and self-directed approaches. The supervision procedures for Supervisory Officers are highly individualized and developmental reflecting each individual's personal stage of professional development and experience in the role, consistent with the Board's Mission, Vision, Values, and the Multi-Year Strategic Plan.

PROCESS

The review period for the SOPA is July 1st to June 30th of each year. During the first year of a Supervisory Officer's appointment to the position, the Director of Education shall complete a SOPA. Subsequent appraisals will normally occur at least every two years thereafter, or earlier, at the Director of Education's discretion. During a SOPA year, the Director of Education will meet with each Supervisory Officer a minimum of three times during the review period; an initial meeting, mid-term review and final meeting. The SOPA will be recorded on Supervisory Officer: Performance Appraisal Report Template (Appendix A).

Establishing goals forms the basis for the supervision for growth process for Supervisory Officers. Goals should be stated in terms that are specific, measurable, observable and attainable. Key drivers of the SOPA goals should reflect the current Ministry of Education priorities, the Board's Multi-Year Strategic Plan, the Board's Student Achievement Plan, Senior Management Team priorities and the Supervisory Officer's portfolio commitments. The Ontario Catholic Leadership Framework is to be used as a valuable resource as it identifies the key practices and competencies of effective leadership, providing a framework for growth.

Where the SOPA indicates that there are concerns with the Supervisory Officer's performance, such concerns will be communicated both verbally and in writing by the Director of Education to the Supervisory Officer. Such communication will include the specific expectations of the role, and the steps necessary to meet these expectations.

Where the SOPA indicates that the Supervisory Officer requires improvement, they will be provided with support and supervision, as outlined in the Supervisory Officer: Performance Improvement Plan (Appendix B).

CONFIDENTIALITY

In order to ensure that the SOPA process is governed by the principles of mutual trust and continuous improvement, completed SOPA reports shall remain highly confidential.

A copy of a completed SOPA report is only made available to the Supervisory Officer that was assessed or any individual expressly identified in writing by them, upon written request made to the Director of Education.

Access to the SOPA reports and related documents will be restricted to the Director of Education. All copies of the SOPA reports and related documents will be kept in a secure and confidential location, as determined by the Director of Education.

SOPA reports may also be used and disclosed by the Director of Education in the following circumstances:

- for future performance appraisal of the Supervisory Officer;
- for employment-related matters;
- for purposes outlined in the Education Act and its regulations;
- for purposes that are required or authorized by law, including the *Municipal Freedom of Information and Protection of Privacy Act*; and
- in the context of a legal proceeding.