



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Procedure n° 2014-HR-09:	Procedure for the Appraisal of the Director General		
Approved:	Resolution n°	CC-140129-HR-0073	
Revised:	Resolution n°	CC-150225-HR-0130	CC-220928-HR-0003
Origin:	Secretary General		

NOTE: In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.

1.0 THE ROLE OF THE DIRECTOR GENERAL

1.1 Education Act (CQLR, Chapter I-13.3), section 201:

"The Director General shall assist the Council of Commissioners and the Executive Committee in the exercise of their functions and powers.

He is responsible for the day-to-day management of the activities and resources of the school board. He shall see that the decisions of the Council of Commissioners and of the Executive Committee are carried out and shall perform the duties that they assign to him."

1.2 Regulation respecting certain conditions of employment of senior executives of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal:

The position of Director General entails total responsibility for the management of all the activities, programs and resources of the school board as well as the follow-up of the implementation of the decisions made by the Council of Commissioners and the Executive Committee in accordance with the legal and statutory provisions in force.

This position includes, but is not limited to, the following responsibilities:

- Supervise the personnel required for the operations of the school board;
- Take part without voting rights in meetings of the Council of Commissioners and of the Executive Committee;
- Oversee the advisory committee on Management;
- Participate in the Special Education Advisory Committee (SEAC), if they have not designated a representative.

1.3 Without limiting any of the above:

- The Director General is the Chief Executive Officer of the school board.

- The Director General is the chief consultant and advisor to the Council on all matters concerning the school board.
- The Director General shall act in accordance with the policies, rules and regulations as established by the Council of Commissioners and the Executive Committee and the laws and administrative regulations of the Province of Québec.
- The Director General is the educational leader of the community and is responsible for promoting student achievement and success.
- The Director General ensures the implementation of policies that are in the best interests of the students of the school board.
- The Director General ensures the general supervision and the management of all aspects of school board operations. They may delegate duties and authority for administering various segments of school board operations, but they shall be responsible to the Council for the results produced.
- The Director General is responsible for the formal evaluation of the Assistant Director General.

2.0 APPRAISAL OF THE DIRECTOR GENERAL:

2.1 The goals of the appraisal

The goals of the appraisal of the Director General are to:

- Encourage ongoing dialogue between the Director General and the Council of Commissioners
- Ensure harmonious understanding of the expectations of the Director General and the Council of Commissioners
- Acknowledge accomplishments
- Identify professional goals and development
- Review progress towards achieving goals in line with the school board's Commitment-to-Success Plan and identify opportunities for improvement or change

2.2 Process regarding the appraisal

2.2.1 The Sub-Committee

The Council of Commissioners will form a sub-committee on a yearly basis composed of the Chair and two (2) Commissioners (1 participant commissioner and 1 alternate).

This committee will lead the appraisal process in collaboration with the Director General, while consulting and updating all other Council members throughout the process.

2.2.2 The Timeline

Every year, during the month of September, the Director General will present their objectives to the Council of Commissioners to obtain comments and recommendations. The sub-committee in collaboration with the Director General, will convene on the retained objectives for the school year. The parties will also convene on the evaluation grid to be completed for the final evaluation.

A mid-year presentation will be made by the Director General verbally to the sub-committee to provide an update on the retained objectives and on the results of the school board. The presentation will be conducted during the month of January. The Chair (representing the sub-committee) and the Director General will sign a document stating the date of the meeting and a summary of the discussions.

2.2.3 The Final Appraisal

A formal appraisal will be conducted every year in June by the sub-committee. The Director General will participate in their appraisal through a self-evaluation process which will identify their level of achievement via the evaluation grid.

The Director General will be given fair and reasonable notice of at least 30 days of the date at which the formal appraisal will be conducted. At this meeting the self-evaluation grid will be presented by the Director General and the sub-committee members will present their evaluation grid on behalf of Council.

Prior to the final appraisal, the sub-committee may obtain feedback of other members, such as the directors of departments. In such a case, the sub-committee will ensure the process and goals are clearly explained, as to avoid any misconceptions regarding the objectives of the process. This process will be done in collaboration with the Director General.

The written appraisals completed by the Director General and by the sub-committee will be placed in the personnel file of the Director General and will remain confidential. By the end of June, a summary will be made to the Council of Commissioners by the sub-committee during an in-camera meeting.

2.2.4 General principles regarding the process

The appraisal will be based on an ongoing dialogue process and will not be based on one incident. The appraisal will be conducted in a transparent and respectful manner. It is understood that it is meant to be a positive and constructive process.

In the case of a new Director General being hired after the start of the school calendar year, the appraisal will take place at a mutually agreed upon time. In such a case, the procedure herewith may be adapted as agreed upon with the new Director General and the members of the sub-committee.

3.0 FINAL DISPOSITIONS

3.1 Adjustments to the procedure may be made when necessary by resolution at Council.

v.2022-09-22