

PROFESSIONAL GROWTH PLAN AND SUPERVISION EVALUATION - DIRECTOR

Background

As President is ultimately responsible for the professional growth, supervision, and evaluation of all employees. The director is provided with regular non-evaluative feedback in which they have opportunities to meet with their direct supervisors to review role expectations and to share evidence of what is going well and where they may need further support.

This performance review is considered a formative or ongoing growth-focused process in which supervisors and the Director reporting to them have opportunities to consider solutions that depend on both Director and the supervisor working together towards supports that enable continuous growth of the Director and the organization. The Director will also receive a written performance evaluation that is summative and based on evidence from ongoing performance reviews and that identify areas of strength and growth.

Definitions

Assessment criteria: Refers to the basis of making judgements and is applied to the evidence gathered for the purposes of identifying areas of growth and areas of strength in a performance evaluation:

AREAS OF GROWTH

Emerging: Meets some standards competently but inconsistently.

Developing: Meets some standards competently and consistently.

AREAS OF STRENGTH

Proficient: Meets most standards competently and consistently.

Extending: Meets and exceeds standards competently & consistently.

Direct Report: The Director who is under the supervision of the vice-president or designate (supervisor).

Evaluation: Performance evaluation based on evidence of the Director's performance.

Evaluation methods: Evidence is gathered through conversations in performance reviews and may also be gathered through interviews, surveys, and presentations of artifacts.

Evidence: Assessment Evidence reflects changes due to the Director's work, and it can be physical evidence (e.g., Development of procedures, policies, presentations, reports, results, practices, structures), Cultural Evidence (changes in the ways of talking and thinking), and Relational Evidence (changes in ways of being and interacting).

Formative: Ongoing conversations in which evidence (physical artifacts, accomplishments, survey or interview data, anecdotal information shared by the Director or the supervisor).

Professional growth plan: The Director established goals based on their professional role, competencies, and interests related to their role and future aspirations for their own career growth.

Performance Evaluation: The written summation of a Director's areas of strength and growth based on the role description and Evidence gathered. The evaluation is based on a timeline outlined in section 4.8.

Performance Review: The review of the role indicators in the role description through an ongoing dialogue with the Director and the supervisor. Documentation of conversations are shared between the Director and supervisor and each may add to the documentation throughout the process.

Summative: A final summation of the Director's performance based on evidence reviewed through a formative, performance evaluation process.

Supervision: Is the ongoing process of the Director and direct supervisor sharing what is going well and what their needs are or their areas for support are to enact their roles.

Procedures

1. Role expectations

- 1.1. The role description that is part of their employment contract and will be written as policy and outlined in [Policy 403 – Role of Director](#).
- 1.2. The role description provides the basis for professional growth plans and performance reviews, and performance evaluations.

2. Professional growth plans

- 2.1. Supervisors and their direct reports will review the professional growth plan template at the start of each year and any changes or alternative formats will be approved by the supervisor before they are completed and submitted.
- 2.2. Professional growth plans shall be submitted to the supervisor by November 30th unless agreed upon by the supervisor and direct report to be on a different date.
- 2.3. Supervisors and their direct reports will meet throughout the year (2-3 times) to review the professional growth plan.
- 2.4. Professional growth plans will enable the Director to set goals based on their identified areas of strength and growth based on their role and professional competencies; and to identify their needs for professional learning or development.
- 2.5. Professional growth plans typically follow or coincide with a performance review process.
- 2.6. Professional growth plans are intended to be formative and for professional growth and development.

3. Performance Reviews (formative)

- 3.1. Supervisors and their direct reports will meet at the start of each year to review the Director's role description template which will include role indicators and a space for the documentation of discussion is available below each role description section.
- 3.2. The Director's role description is in [Policy 403 – Role of Director](#).
- 3.3. The performance review process is to be centered on dialogue between the Director and the supervisor about evidence about their role indicators. This is a formative and provides a safe space for an open conversation in which the Director or supervisor identifies evidence of the employee's strengths and potential areas for growth or development.
- 3.4. Evidence is written into the template and informs the performance evaluation.

4. Performance Evaluations (summative)

- 4.1. The Director will typically receive a written performance evaluation the first two years; at least once every five years, although the period of evaluation can vary.
- 4.2. The performance evaluation is to be written by the supervisor based on the supervisor meeting at least three times with the direct report to discuss and provide and review evidence written into the draft evaluation.
- 4.3. The draft evaluation will use the template created based on the Director' role as attached to [Policy 403 – Role of Director](#).
- 4.4. Additional evaluation methods such as a survey or interview process for feedback from direct reports, team members, and the supervisor may be used to assist in preparing the evaluation, then a survey or interview process will be put in place.
- 4.5. The supervisor or designate (if a third party is contracted) will review with the Director the questions to be used, who is to be surveyed or interviewed, and how the evidence will be gathered and shared (i.e., if a third party is to conduct the interviews or surveys, as an example).
- 4.6. The criteria used to make a final written evaluation identifies areas of strengths and growth based on the assessment criteria and standards for areas of growth and strength as identified in this policy.
- 4.7. The final performance evaluation is to be signed by the supervisor with written comments by both the supervisor and the Director.
- 4.8. The Director requires a current performance evaluation on file (i.e., new employee within the first two years; continuous employee at least once every five years), and evidence of an annual process of performance review (i.e., meetings with supervisor to review and address areas of strength and growth) to be made available for salary review.

Legal references: School Act, ss 20, 22, 23, 65, 85
Employment Standards Act, RSBC,
AP 432 Professional Growth Plan and Performance

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