

POLICY – PO204

Director of Education Performance Appraisal

Area: Governance

Source: Board of Trustees/Director of Education

Approved: November 10, 2014

Revised: September 11, 2023 (Interim); February 5, 2024; June 17, 2024 (Interim);
January 13, 2025

1. Introduction

The Director of Education Performance Appraisal (“DPA”) is designed in accordance with Ontario Education Act Regulation 83/24 and utilizes tools developed by the Ontario Catholic School Trustees’ Association (“OCSTA”). The DPA is a process intended to provide regular and effective feedback to the Director of Education in meeting the requirements of the position as described in the Education Act, relevant legislation, and Durham Catholic District School Board (the “Board”) policy and multi-year plans.

2. Definitions

Community Partners and Stakeholders (*Ontario Regulation 83/24 Director of Education Performance Appraisal*) – persons or entities that interact with a board, including advocacy groups, First Nations, Métis and Inuit partners, business and labour organizations, municipal and childcare partners and social services agencies.

Evaluation Cycle (*Ontario Regulation 83/24 Director of Education Performance Appraisal*) – the period of time during which the performance of a director of education is appraised.

Full Evaluation Cycle (*Ontario Regulation 83/24 Director of Education Performance Appraisal*) – an evaluation cycle that commences July 1 in a year and ends June 30 of the following year.

Interim Evaluation Cycle (*Ontario Regulation 83/24 Director of Education Performance Appraisal*) – an evaluation cycle determined in accordance with section 4 of Ontario Regulation 83/24.

3. Purpose

The purpose of this policy is to establish a framework for the DPA process that meets the legislative requirements of the Board of Trustees and supports the effective performance of the Director in ensuring the Board's overall success. The Director's leadership is expected to encompass their role as faith leader and advance the goals of the Board as outlined in the Multi-Year Plan, the Annual Student Achievement Plan and supporting documents. This process is also designed to build a strong working relationship between the Director and the Board.

4. Application / Scope

This policy applies to the Board of Trustees and the Director of Education.

5. Principles

5.1 The Board believes that the DPA process shall:

- 5.1.1 be consistent with the mission, vision and values of the Board;
- 5.1.2 be reflective of the distinct responsibilities of a director of education working in a Catholic school system;
- 5.1.3 be a collaborative and growth-oriented process focused on supporting the effective performance of the Director of Education in ensuring the overall success of the Board;
- 5.1.4 take into consideration feedback from key staff, community partners and stakeholders; and
- 5.1.5 meet all requirements of Ontario Regulation 83/24 Director of Education Performance Appraisal.

6. Requirements

- 6.1 The Director of Education AND the Board of Trustees will issue administrative procedure(s) to support the implementation of this policy. Such administrative procedure(s) will comply with Ontario Education Act Regulation 83/24 and will incorporate resources developed by OCSTA to support the DPA process.
- 6.2 The Board will establish a DPA Committee (the "Committee") annually, not later than May 15.
- 6.3 The Committee will be responsible for conducting a performance appraisal of the Director of Education for the board in respect of any of the Director of Education's evaluation cycles that occur during any portion of the period beginning on July 1 in the year that the Committee is established and ending on June 30 the following year.

- 6.4 The Committee will be composed of not less than three (3) and not more than seven (7) board members, one of whom shall be elected by a majority of the Committee to act as Chair.
- 6.5 The Committee will conduct any required evaluation cycle in accordance with Ontario Regulation 83/24 and Administrative Procedure AP204-1 Director of Education Performance Appraisal, meeting all timelines and responsibilities outlined therein.
- 6.6 Upon completion of a full or interim evaluation cycle, the Board will provide written confirmation to the Minister of Education that the performance appraisal has been conducted and that the final performance appraisal has been adopted by Board resolution.
- 6.7 During a full evaluation cycle the Board will provide the Minister of Education with a list of the community partners and stakeholders identified by the Committee from whom feedback was requested.
- 6.8 The Board will post a copy of the confirmation and, if applicable, the list of community partners and stakeholders on the Board's website.

7. Sources

- 7.1 [Ontario Regulation 83/24 Director of Education Performance Appraisal](#)

8. Related Policies and Administrative Procedures

- 8.1 [Director of Education Performance Appraisal Administrative Procedure \(AP204-1\)](#)