



Durham Catholic District School Board

"The Board"

Policy

Title: Supervisory Officer Performance Appraisal	Policy #: PO326
Policy Area:	Human Resources and Administrative Services
Source:	Superintendent of Education – Policy Development
Date Approved:	November 10, 2014
Dates of Amendment:	

1.0 **Introduction**

The *Supervisory Officer Performance Appraisal (SOPA)* is a component of the *Ontario Leadership Strategy (OLS)*. The strategy is supported by research evidence that effective leadership is essential to support success of schools. Under the OLS, the ministry and professional education leaders and academics work together to identify and develop effective leadership practices and professional supports to foster effective leadership to:

- support high levels of student achievement;
- reduce gaps in student achievement; and
- increase public confidence in our publicly funded Catholic schools

2.0 **Definitions**

Alignment in the Performance Appraisal context is the connection between the Supervisory Officer's goals and the Board's priorities, Multi-Year Strategic Plan and the Board Improvement Plan for Student Achievement (BIPSA).

Growth Orientation in the Performance Appraisal context is the climate of trust and collaboration between the appraisee/appraiser with a focus on continual personal growth and system improvement from the perspective of both parties.

Professional Dialogue are conversations which deepen the understanding about what it means to be an effective leader and what exemplary leadership practices look like to support professional growth and contribute to a healthy system culture of learning, development and improvement.

3.0 **Purpose**

The purpose of this policy is to support and comply with the Supervisory Officer Performance Appraisal Pilot Guidelines revised and published by the Ontario Ministry of Education in September 2013, which provide a framework for the process of evaluating the performance of Supervisory Officers.

4.0 **Application/Scope**

This policy applies to all Academic, Business and Facilities Supervisory Officers in the employment of the Durham Catholic District School Board.

5.0 **Principles**

The Board believes that:

- supporting Ministry of Education initiatives that provide opportunities for student success, achievement and well-being contributes to school and board level improvement;
- the Catholic school and system level Core Leadership Capacities as articulated in the *Ontario Leadership Framework*, support leadership development that includes setting goals, aligning resources with priorities, promoting collaborative Catholic learning cultures and using data to inform decision making.

6.0 **Requirements**

The Director of Education shall:

- identify priorities for the Board annually;
- ensure that Supervisory Officers involved in the Performance Appraisal process develop performance goals, strategies and indicators and development activities for the appraisal period;
- meet with Supervisory Officers periodically throughout the evaluation period to evaluate performance and engage in professional dialogue related to improvement using the model of a growth-focussed performance appraisal system;
- provide appraisees with a written improvement plan that establishes clear expectations for performance improvement within a given time period.

7.0 **Sources**

- Supervisory Officer Performance Appraisal Pilot Guideline Ontario Ministry of Education, September 2013
- Ontario Leadership Framework, September 2013