

SUPERVISORY OFFICER PERFORMANCE APPRAISAL (SOPA)

Statement of Policy

Supervisory Officers in the Peel District School Board play an integral role in improving student achievement. As such, in accordance with the Ministry of Education's *Supervisory Officer Performance Appraisal* process (SOPA), all Supervisory Officers will receive a performance appraisal every two years. This process will operate in a climate characterized by trust, respect, support and effective planning and communication. While formal SOPAs occur in every second year, as members of the Senior Team of the Peel District School Board, Supervisory Officers will engage in ongoing learning and continuous improvement in order to ensure the highest quality support to schools and departments within the board.

The specific process and procedures that govern completion of the Supervisory Officer Performance Appraisal in the Peel District School Board are outlined in the Board's Operating Procedure entitled *Human Resources Support Services 34C: Supervisory Officer Performance Appraisal*.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Ontario Human Rights Code*.

Definition

Since the term "Supervisory Officers" includes the following members of the Senior Team of the Peel District School Board, this policy applies to each of these listed personnel:

- Director of Education
- Associate Director of Instructional and Equity Support Services
- Associate Director of School Support Services
- Associate Director of Operational Support Services
- Superintendents of Education
- Controllers
- Chief Information Officer
- Director of Communications & Community Relations Support Services
- Director of Human Resources Support Services

Purpose

Supervisory Officer Performance Appraisal (SOPA) will comply with the Ministry of Education's *Supervisory Officer Performance Appraisal* regulation and will address the following purposes:

1. to satisfy the Board, and through it, the public, that each Supervisory Officer is accountable for carrying out his/her duties in a responsible and highly effective manner;
2. to provide direction and support of professional growth for each Supervisory Officer;
3. to provide each Supervisory Officer with regular feedback, reinforcement, advice and the direction needed to plan their work effectively;

4. to develop attitudes that encourage leadership, teamwork and exceptional performance among the Supervisory Officers;
5. to provide each Supervisory Officer with a formal opportunity to engage in co-learning with colleagues by providing feedback and suggestions;
6. to provide a formal record of the professional achievements of each Supervisory Officer;
7. to ensure that each Supervisory Officer's knowledge and skills are appropriately used to support the implementation of the goals of the Plan for Student Success and individual school Success Plan or service department plan;
8. to provide appropriate support and direction for Supervisory Officers who are not meeting expectations.

Confidentiality

In order to ensure that the SOPA process is governed by the principles of mutual trust and continuous improvement, the data collected and used as part of this SOPA must remain highly confidential. Under the *'Municipal Freedom of Information and Protection of Privacy Act'*, all data used to develop any performance appraisal report must be available to the person being assessed. As well, without that person's express permission, it cannot be shared beyond those involved directly in the appraisal process. Copies of the performance appraisal report will be restricted to the person appraised, the person's Human Resources file, the person's direct supervisor and the Director of Education. Access to the file will be restricted to the Director of Education, supervisors and those granted access (in writing) by the person. Designated staff in Human Resources Support Services are authorized to provide this access to the authorized personnel listed above.

The Performance Appraisal Process for the Director of Education

The SOPA for the Director of Education will incorporate the same principles of co-learning, continuous improvement and support and will follow a similar process for completion. The process for this Performance Appraisal for the Director of Education is outlined in the Peel District School Board's Operating Procedure entitled *Human Resources Support Services 34C: Supervisory Officer Performance Appraisal*.

Approved September 11, 1990

Revised October 8, 1996

Revised January 1, 1998 *(to reflect change in Board name)*

Revised April 11, 2000

Revised February 25, 2003

Review December 2005

Revised August 24, 2010 *(replaces former Policy 49 – Evaluation of Supervisory Officials)*

Revised February 25, 2014

Revised May 27, 2014 *(replaces former Policy 49 – Evaluation of Supervisory Officials)*

Revised November 13, 2018