

Director of Education Performance Appraisal

Full Evaluation Cycle - Technical Guide

Starting in the 2023-24 school year, all school boards must complete their annual director of education performance appraisals in accordance with O. Reg. 83/24. In addition to the assessment criteria set out in regulation, boards may include additional locally-focused appraisal criteria determined by the board in collaboration with the Director of Education.

This document is intended as a guide. For a complete list of requirements, refer to Ontario Regulation (O. Reg.) 83/24 - Director of Education Performance Appraisal.

Start date of director of education	Start date of first full evaluation cycle
Before March 1, 2024	July 1, 2024
On or before March 1, 2024, and on or before June 30, 2024	July 1, 2025
On or after July 1 in a year and on or before the last day of February in the following year	The first July 1 following their start date
On or after March 1 in a year and on or before June 30 in that same year	July 1 in the following calendar year



After a director of education's first evaluation cycle, performance appraisals will be conducted annually, by the dates identified in steps 1 – 8 of the full evaluation cycle.

1 Appoint DPA Committee

By **May 15**: the board of trustees is required to establish a committee of no fewer than three and not more than seven board members to conduct a performance appraisal of the director of education. One member shall be elected by a majority of the committee to act as its chair.

2 Develop Performance Plan

By **July 31**: the committee chair and at least one other member of the committee is required to meet with the director of education to develop and finalize their performance plan in accordance with s. 9(1)-9(3) of O. Reg. 83/24.

3 Notice of Performance Plan

By **August 15**: the committee chair is required to provide a copy of the director of education's performance plan to every member of the board.

By **August 15**: the chair of the board is required to provide written notice to the Minister which includes the following information:

- Date that the director of education began their role
- Confirmation as to whether a bi-annual feedback (as stated in s. 8(1) of O. Reg. 83/24) is required during the current evaluation cycle
- Confirmation that the director of education's performance plan has been put in place for the current evaluation cycle

In addition, the Chair must post a copy of the confirmation on the board's website.

4 Mid-year review

By **December 1**: In a full-evaluation cycle in which a bi-annual feedback is required, the Minister is required to provide written notice to the board of trustees and the director of education on whether the Minister intends to provide feedback under s. 8.

By **January 11**: the committee chair will request feedback from every member of the board on the director of education's progress towards implementing and achieving the goals in the performance plan.

By **January 21**: each member of the board will have to provide feedback to the chair of the committee.

By **January 31**: the committee chair and at least one other member of the committee shall meet with the director of education to review progress towards implementing and achieving goals in the performance plan.

5 Bi-annual feedback

By **April 30**, starting in the first full evaluation cycle and every second full cycle year thereafter: the entity* selected to conduct the bi-annual feedback is required to request feedback from the following individuals (as listed in s. 8(2) of O. Reg. 83/24 in respect to the director of education's performance).

1. Each member of the board
2. Each student trustee of the board
3. Each member of every statutory, ad hoc, or other committee of the board
4. Each staff member of the board who reports directly to the director of education
5. Each parent member of the school council at each school of the board
6. A representative nominated by each local employee association representing employees of the board
7. A representative sample of community partners and stakeholders, as identified by the committee with input from the director of education
8. If the Minister has provided notice to the board and director of their intention to provide feedback, the minister is to be involved in providing feedback.

* The board shall procure an entity that has at least five years of experience conducting multi-source executive performance assessments.

6 Draft performance appraisal report

By **May 15**: the entity is required to prepare a written report that summarizes and analyzes feedback and submit the report to the committee and the director of education.

By **June 10**: the director of education shall update their performance plan in accordance with s. 9(4) of O. Reg. 83/24.

By **June 20**: the committee chair will be required to provide a copy of the draft performance appraisal report, prepared in accordance with s. 10 of O. Reg. 83/24, to every member of the board.

By **June 30**: each member of the board will be required to provide any feedback on the draft performance appraisal report to the committee.

7 Review draft performance appraisal report

By **July 7**: the committee chair will provide the draft performance appraisal report to the director of education.

By **July 31**: the committee chair and at least one member of the committee will meet the director of education to review actions implemented to achieve goals in the performance plan, update the plan for the following evaluation cycle, discuss the draft of the report, and provide opportunity for response.

8 Final performance appraisal report

By **August 10**: the committee to finalize the performance appraisal report and provide the final report to the board and the director of education.

By **August 15**: the board to provide:

- Written confirmation to the Minister that the performance appraisal has been conducted and adopted by board resolution.
- A list of community partners and stakeholders that participated in the bi-annual feedback to the Minister.

On that same date, the board to post a copy of the written confirmation and the list of community partners and stakeholders on the board's website.