



SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

421 – Evaluation of Exempt Staff

1.0 General

- 1.1 The Superintendent/Secretary-Treasurer shall implement an annual evaluation process for all exempt staff.
- 1.2 Evaluations will be centered upon the expectations outlined in an employee's Job Description and their Professional Growth Plan. Discussions between the Superintendent and/or designate and the employee will focus on past and current performance, professional growth, and goal-setting.
- 1.3 Elements of the evaluation shall include:
 - 1.3.1 Clear criteria, process, and goals at the beginning of the evaluation cycle
 - 1.3.2 Clarity regarding how performance will be assessed.
 - 1.3.3 Regular discussions between the Superintendent and/or designate and the employee.