



SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

421 – Evaluation of Exempt Staff

Evaluation

- 1.1 The Superintendent shall implement an annual evaluation process for all exempt staff.
- 1.2 Evaluations will be centered on the expectations outlined in an employee's job description and a professional growth plan, if applicable. 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.

Authorization

- 1.4 The Superintendent is authorized to establish protocols that determine eligibility requirements for step increases for Principals and Vice-Principals and movements within the salary ranges for exempt employees.