

Administrative Procedure 475

Human Resources

SECRETARY-TREASURER OR SECRETARY TO THE BOARD AND TREASURER TO THE BOARD EVALUATION

BACKGROUND

The Superintendent is responsible for the supervision and evaluation of the Secretary-Treasurer or the separate positions of Secretary to the Board and Treasurer to the Board.

The purpose of evaluation is to support professional growth, strengthen organizational effectiveness, and assess the performance of the Secretary-Treasurer in fulfilling the responsibilities of the position.

Evaluation shall be conducted in a manner that promotes professional dialogue, continuous improvement, accountability, and the effective operation of Westmount Charter School (WCS).

The evaluation process shall:

- Assess performance relative to assigned responsibilities, goals, and expectations;
- Support professional growth and continuous improvement;
- Provide feedback regarding strengths and areas for development;
- Assess the effectiveness of leadership, financial stewardship, and governance support;
- Inform recommendations to the Charter Board regarding employment, contract renewal, and compensation, where applicable.

The evaluation process shall be consistent with AP-405 Supervision and Evaluation and shall consider the qualifications and responsibilities outlined in AP-473 Secretary-Treasurer or Secretary to the Board and Treasurer to the Board Qualifications and AP-474 Secretary-Treasurer or Secretary to the Board and Treasurer to the Board Role Description.

The Superintendent is responsible for implementing this Administrative Procedure.

GUIDELINES

1. The Superintendent shall supervise and evaluate the performance of the Secretary-Treasurer or Secretary to the Board and Treasurer to the Board.
2. Formal evaluations shall occur during the first three (3) months of the probationary period, at the conclusion of the six (6) months probationary period, and the one-year term of the contract. The Superintendent may conduct additional evaluations when circumstances warrant.

PROCEDURES

1. Evaluation Criteria

- 1.1. The evaluation shall consider the effectiveness of the Secretary-Treasurer or the Secretary to the Board and the Treasurer to the Board in carrying out the responsibilities of the position.
- 1.2. Evaluation may include consideration of:
 - 1.2.1. Financial management and stewardship;
 - 1.2.2. Organizational leadership and management;
 - 1.2.3. Support for effective governance;

- 1.2.4. Compliance with legislation, Alberta Education and Childcare requirements, Board policies, and Administrative Procedures;
 - 1.2.5. Communication and interpersonal relationships;
 - 1.2.6. Supervision and support of assigned staff;
 - 1.2.7. Achievement of established goals and priorities; and
 - 1.2.8. Professional conduct, integrity, and ethical practice.
2. Evaluation Process
- 2.1. The Superintendent shall consult with the Secretary-Treasurer or the Secretary to the Board and the Treasurer to the Board during the evaluation process.
 - 2.2. The Superintendent may seek input from appropriate individuals, including members of the Charter Board, while respecting confidentiality and procedural fairness.
 - 2.3. The evaluation process may include:
 - 2.3.1. Self-reflection;
 - 2.3.2. Review of goals and objectives;
 - 2.3.3. Discussion of accomplishments and challenges;
 - 2.3.4. Review of performance evidence; and
 - 2.3.5. Identification of professional growth goals.
3. Evaluation Report
- 3.1. The Superintendent shall provide the Secretary-Treasurer or the Secretary to the Board and the Treasurer to the Board with written feedback regarding the evaluation.
 - 3.2. The evaluation shall identify:
 - 3.2.1. Areas of strength;
 - 3.2.2. Areas for growth;
 - 3.2.3. Recommendations for professional learning; and
 - 3.2.4. Future goals or expectations.
4. Employment Recommendations
- 4.1. Following completion of the evaluation process, the Superintendent may provide recommendations to the Charter Board regarding the extension, contract renewal or extension, professional growth, or other employment matters, as appropriate,

Cross Reference: AP-473 Secretary-Treasurer or Secretary to the Board and Treasurer to the Board Qualifications
 AP-474 Secretary-Treasurer or Secretary to the Board and Treasurer to the Board Role Description

Date of Adoption: June 7, 1999

Date of Revision: May 13, 2002, October 7, 2016, October 9, 2019, July 8, 2023, July 9, 2026

Due for Review: July 9, 2029