

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

## Administrative Procedure Manual

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### **ADMINISTRATIVE PROCEDURE 561 MGMT LEADERS PROFESSIONAL GROWTH AND EVALUATION FRAMEWORK**

#### **Purpose:**

This Administrative Procedure (“Procedure”) aims to provide a comprehensive approach to supporting the ongoing development of management leaders (“MGMT-Leaders”) within the Chilliwack School District (the “District”). By promoting professional growth, authentic feedback and goal alignment, the framework nurtures a culture of kindness through supportive development, ensures equity by acknowledging diverse leadership paths, fosters inclusion by promoting dialogue and shared accountability, fuels collaboration by setting common goals, and cultivates innovation by encouraging continuous learning and improvement.

MGMT-Leaders are empowered to:

- Engage in meaningful discussions about their performance and growth with their supervisors.
- Identify areas for professional development aligned with their roles and the District's strategic goals.
- Foster effective leadership practices and contribute positively to the organization's success.

#### **Definitions:**

- **District Core Values:** Our values are guiding principles and beliefs that endure over time. Our values are embedded into everything we do. Equity, Inclusion, Kindness, Collaboration, and Innovation are the Values of the District's [Strategic Plan](#).
- **Performance Evaluation:** a formal annual assessment that evaluates the competence, achievements, and growth of leaders to ensure alignment with their roles, goals, and the organization's strategic objectives.
- **Professional Growth Plan:** a structured individualized annual performance plan designed to foster continuous professional learning, self-assessment, and leadership development with a focus on aligning with organizational goals and personal areas of development.
- **360-Degree Feedback Review:** a process whereby evaluations of performance are collected anonymously from supervisors, staff, peers and other stakeholders / partner groups.

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Related Legislation:

Related Contract Article: Nil

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- **S.M.A.R.T. goals:** individual performance goals that are Specific, Measurable, Achievable, Relevant, and Time-Bound.

### Framework:

#### **Objective:**

Ongoing check-in or one-to-one meetings provide a platform for MGMT-Leaders to establish and maintain regular communication with their supervisors, fostering continuous support and guidance on their work throughout the year. These informal check-ins are separate from performance or professional growth conversations.

#### **Procedure:**

1. **Frequency:** Employees will schedule regular check-in meetings with their supervisors to discuss progress, challenges, and development needs in their daily work. These meetings should occur at least once a month but may be more frequent as needed.
2. **Agenda:** The agenda should be driven by the employee and may include updates on deliverables, discussion of challenges or roadblocks, identification of additional opportunities for growth, and any other relevant topics.
3. **Preparation:** Employees should come prepared to discuss their achievements, challenges, and questions since the last meeting, as well as any specific areas where they require support or guidance.
4. **Supervisor Role:** Supervisors will provide feedback, guidance, and support to help MGMT-Leaders navigate challenges, develop their skills, and work effectively.
5. **Documentation:** Both the employee and the supervisor should maintain records of key discussion points, action items, and decisions made during check-in meetings.

### Performance Evaluation Process

#### **Objective:**

The annual Performance Evaluation aims to formally assess the competence, achievements, and performance of MGMT-Leaders within the District. The evaluation occurs annually each spring in alignment with the exempt compensation cycle and is tied to the annual performance increase.

#### **Procedure:**

1. **Setting Expectations:** The supervisor and employee will meet to discuss the purpose, expectations, and process of the formal evaluation. They will review the evaluation

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criteria, aligning them with the employee's roles, responsibilities, and the departmental goals.

2. **Data Collection:** Data will be collected from various sources, including:
  - Direct observations of the employee's performance and interactions.
  - Feedback conversations between the employee and supervisor.
  - Artifacts and examples of the employee's work.
  - The employee's self-assessment of their performance.
  - Where appropriate, 360-degree feedback from stakeholders, including peers, subordinates, and collaborators.
3. **Analysis and Documentation:** The supervisor will analyze the collected data to assess the employee's performance and growth. The findings will be documented in a formal performance evaluation report.
4. **Formal Evaluation Meeting:** The supervisor and employee will schedule a meeting to discuss the formal evaluation report. The report will cover strengths, areas for improvement, and achievements related to the manager's roles, goals, and alignment with the organization's values and strategic goals.
5. **Performance Rating and Feedback:** The employee will be assigned a performance rating that reflects their achievements and contributions. The supervisor will provide constructive feedback, discussing the employee's performance, growth, and opportunities for further development. This rating will inform the annual performance increase in alignment with the District's exempt compensation philosophy.
6. **Sign-off and Documentation:** The formal evaluation report, including the performance rating, feedback, and development plan (if required), will be signed by both the supervisor and the employee. Each party will retain a copy of the report for their records.
7. **Goal Setting and Development Plan:** Based on the evaluation discussion, if a development plan is required the supervisor and employee will collaboratively set goals and identify areas for improvement. An actionable development plan will be formulated, outlining specific strategies, actions, and resources to support the employee's growth.
8. **Evaluation Cycle Continuation:** Subsequent annual formal evaluations will follow the same procedure.

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### **Performance Evaluation Process – Probationary Period**

#### **Objective:**

The probationary Performance Evaluation aims to formally assess the MGMT-Leader's performance and support their onboarding and growth within the first six months in a new position.

#### **Procedure:**

- Initiation of Formal Evaluation:** The supervisor will initiate the formal performance evaluation process for an employee who is nearing the end of the initial six-month period in their current position.
- Setting Expectations:** The supervisor and employee will meet to discuss the purpose, expectations, and process of the formal evaluation. They will review the evaluation criteria, aligning them with the employee's roles, responsibilities, and the organization's goals.
- Data Collection:** Data will be collected from various sources, including:
  - Direct observations of the employee's performance and interactions.
  - Feedback conversations between the employee and supervisor.
  - Artifacts and examples of the employee's work.
- Analysis and Documentation:** The supervisor will analyze the collected data to assess the employee's initial performance and potential for growth in the position. The findings will be documented in a formal performance evaluation report.
- Formal Evaluation Meeting:** The supervisor and employee will schedule a meeting to discuss the formal evaluation report. The report will cover strengths, areas for improvement, and achievements related to the employee's roles, goals, and alignment with the organization's values and strategic goals.
- Performance Feedback:** The supervisor will provide constructive feedback, discussing the employee's performance, growth, and opportunities for further development. This feedback will inform the subsequent professional growth plan process for that year.
- Sign-off and Documentation:** The formal evaluation report will be signed by both the supervisor and the employee. Each party will retain a copy of the report for their records.
- Conclusion of Probationary Period:** Upon successful performance rating, the employee will move off the probationary period and will participate in the annual Performance Growth Plan process and annual Performance Evaluation process. Should the probationary formal evaluation occur within six months of the annual Performance

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Evaluation cycle, the employee can choose to participate in another formal evaluation or request that the probationary evaluation be used as consideration for the annual performance increase.

9. **Extension of Probationary Period:** Upon unsuccessful performance rating, the supervisor can make petition to the Superintendent or designate to extend the probationary period of the employee. If the request is approved, a performance development plan will be established to set goals and areas for further development to improve performance. A second probationary formal evaluation will be conducted at the end of this extension, following the procedure above.

**Note:**

This procedure will be periodically reviewed and adjusted to ensure alignment with organizational goals, industry trends, and best practices, fostering an environment of innovation.

**Supporting Documents:**

[MGMT Leaders Professional Growth Plan & Evaluation Framework Materials](#)

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