



EVALUATION OF ADMINISTRATION

Background

The Superintendent believes the growth, supervision, and evaluation of administrators, whether they be assigned to schools or division office, are key components of professional practice, accountability, and Assurance.

Procedures

1. Professional Growth Plans shall be submitted as follows:
 - 1.1 Division Office Administrators and Principals shall generate and review a professional growth plan with the Superintendent or designate on an annual basis; and
 - 1.2 Assistant Principals shall generate and review a Professional Growth Plan with the Principal on an annual basis.
2. A Division Office Administrator and/or Principal's performance shall be evaluated by the Superintendent or designate:
 - 2.1 During the Division Office Administrator and/or Principal's first and/or second probationary year;
 - 2.2 When the Division Office Administrator and/or Principal is in an acting position for not less than six (6) consecutive months;
 - 2.3 When the Division Office Administrator and/or Principal is being recommended for certification;
 - 2.4 Prior to contract renewal;
 - 2.5 At an interval determined at the discretion of the Superintendent or designate.
3. An Assistant Principal's performance shall be evaluated by the Principal:
 - 3.1 During the Assistant Principal's first probationary year as an Assistant Principal in a Division school;
 - 3.2 When the Assistant Principal is in an acting position for not less than six consecutive months;
 - 3.3 When the Assistant Principal is being recommended for permanent certification;
 - 3.4 Prior to contract renewal;
 - 3.5 At an interval determined at the discretion of the Superintendent or designate.



4. Administrative evaluations by request:
 - 4.1 A Division Office Administrator and/or Principal may be evaluated at the request of the Division Office Administrator and/or Principal or Superintendent;
 - 4.2 An Assistant Principal may be evaluated at the request of the Assistant Principal, Principal, Superintendent or Superintendent's designate.
5. Administrative evaluation appeal:
 - 5.1 A Division Office Administrator and/or Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or content of the evaluation and may append additional information to an evaluation report;
 - 5.2 An Assistant Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or content of the evaluation and may append additional information to an evaluation report.
 - 5.3 Must be delivered in writing and received by the Superintendent within two (2) weeks of receiving the evaluation report and shall outline the specific concerns.
 - 5.4 The Superintendent shall determine if a review is warranted.
 - 5.5 The result of the review is not appealable.
6. The Superintendent shall not be restricted from taking disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds to believe that the actions or practices of a teacher or school administrator endanger the safety of students, constitute a neglect of duty, a breach of trust, or a refusal to obey a lawful order of the Board.
7. The Board or Superintendent shall not be restricted from taking any action or exercising any right or power under the Education Act.

Reference: Section 33, 52, 53, 197, 202, 203, 204, 222 Education Act