

443 EVALUATION OF SCHOOL BASED ADMINISTRATION

Background

The Division believes that a systematic, on-going administrative evaluation program for all School Based Administrators will foster growth in administrative functions, provide recognition for exceptional performance, and ultimately, bring continued improvement in the education of children throughout the Division.

The Division recognizes that the School Based Administrator of a school is a professional teacher and indeed, the Division believes that the School Based Administrator who can demonstrate excellence in teaching most effectively establishes the essential standard for other staff and the necessary focus for instructional success. It is for this reason that the Division believes the evaluation of School Based Administrators should include consideration of performance and supervisory effectiveness.

All Principals are expected to meet the *Leadership Quality Standard (LQS)* throughout their careers. Principals are accountable for the demonstration of all competencies while Assistant Principals are responsible for the demonstration of competencies directly related to their assigned role.

Accordingly, the Superintendent of Schools shall assess the performance and effectiveness of all School Based Administrators in relation to whether or not they are meeting or not meeting expectations that are established by the Superintendent or designate, in consultation with the School Based Administrator.

A cooperative evaluation process where the School Based Administrator is actively involved, and where there is an atmosphere of mutual respect and mutual purpose, will ensure a beneficial process for all parties.

Guidelines

1. Wherever possible, the evaluation of a School Based Administrator must be conducted in an atmosphere of trust and support.
2. A School Based Administrator participating in an administrative evaluation shall be made aware of the process, timeline and criteria for evaluation as per the Leadership Quality Standard (LQS).

3. The criteria for the evaluation of a School Based Administrator shall encompass expectations established by the Superintendent or designate, in addition to the minimum responsibilities as outlined in the Role Description (Administrative Procedures 440, 442).
4. An administrative evaluation shall be completed, by the Superintendent or designate, in written form with a copy given to the School Based Administrator.
5. A School Based Administrator shall be given the opportunity to discuss the written report.
6. A School Based Administrator shall have the opportunity for supervisory support if so determined by the Superintendent or designate.
7. A School Based Administrator shall be provided the opportunity to respond in writing to an evaluation. The response can be attached to the evaluation in the personnel file.
8. Administrative performance provides the basis for making decisions regarding tenure, promotion or termination of designation.
9. For the purposes of Assistant Principal evaluations, the Principal shall be the Superintendent's designate for conducting the evaluation.

Procedures:

1. All School Based Administrators shall participate in an administrative evaluation program.
 - a. Acting School Based Administrators and School Based Administrators holding term designations shall participate in an administrative evaluation program prior to the elapse of their designation.
 - b. Each Principal shall participate in an administrative evaluation program as outlined in AP 441.
 - c. At any time, the Superintendent or designate may choose to initiate an administrative evaluation of a School Based Administrator if deemed necessary.
 - d. A School Based Administrator may request an administrative evaluation in writing. The evaluation time line shall be mutually agreed upon.
2. School Based Administrators participating in an evaluation program shall be advised in writing.

4. An administrative evaluation will begin with an initial conference between the School Based Administrator and Superintendent or designate, prior to November 1st of a given school year.
 - a. The Superintendent or designate will review the evaluation process and the criteria on which the School Based Administrator will be evaluated.
 - b. Expectations and responsibilities of the School Based Administrator and Superintendent or designate will be outlined.
 - c. A timeline for completion of the evaluation process will be established.
5. An evaluation program shall include interim conferences with the School Based Administrator and Superintendent or designate to discuss the progress or direction of the evaluation.
6. An evaluation program will include: by way of observation, interview and document analysis, an assessment of, but not limited to, the following:
 - a. The degree to which expectations of the Superintendent or designate and School Based Administrator are met or not met;
 - b. Administrative skills in relation to the principal role (AP 440) and Leadership Quality Standard.
7. The Superintendent or designate will review the administrator's overall performance with the School Based Administrator in a final conference which, whenever possible, will occur prior to March 31.
8. The Superintendent or designate will present the School Based Administrator with a written report that focuses on the extent to which responsibilities and expectations have been met.
 - a. The report shall outline the evaluation process.
 - b. The report shall detail performance in respect of criteria.
 - c. The report shall include any recommendations for improvement identified by the Superintendent or designate.
 - d. The report shall include an evaluative statement reflective of the Superintendent's opinion on the School Based Administrators' performance. The statement shall declare performance to: Meet Expectations or Does Not Meet Expectations
 - e. A copy of the report will be placed on the School Based Administrators' personnel file.
9. Subject to the term of the School Based Administrator's contract, an assessment which meets expectations as per 8 (d), may lead to confirmation of a School Based Administrators' designation.
10. An administrator may appeal the evaluation in writing to the Superintendent.

- a. The letter of appeal must be received within 15 days after receipt of the final report.
 - b. The letter of appeal must state the specific reasons consideration should be given to appeal.
 - c. The Superintendent shall consider the appeal and advise the School Based Administrator of their decision, outlining the reasons and subsequent actions, within 25 school days after receipt of the request.
 - d. When the results of the evaluation conclude that the administrator's performance is less than satisfactory, the Superintendent may provide a Notice of Termination (Section 217, Education Act).
11. Subject to section 214.1 of the Education Act, the designation of a teacher as a principal automatically terminates at the time that the Leadership Quality Standard certificate expires or is suspended or cancelled by the Minister.

References

Section 52,53, 196,197,202,203,204,214, 214.1,222 Education Act
Freedom of Information and Protection of Privacy Act
Leadership Quality Practice
ATA Collective Agreement

History

Developed: August 2003
Amended: May 2020