

303.3 Administrator Growth, Supervision and Evaluation

Policy

The Board understands that administrators have a professional responsibility to be involved in a continuous process designed to foster their professional growth. The Board also understands that the process of growth, supervision and evaluation of administrators:

- is a dynamic and ongoing process;
- enhances and improves student learning;
- supports, nurtures, encourages and improves administrative performance;
- facilitates professional growth and development among administrators;
- ensures that highly effective administrative practices are employed in the Division;
- ensures the appropriateness of administrative appointments.

The Board therefore directs that procedures be developed to ensure the growth, supervision and evaluation of administrators.

Regulations

Administrator Growth

1. Every administrator in the Division shall be responsible for developing and implementing a Professional Growth Plan each school year.
2. The Professional Growth Plan shall be developed as part of an inquiry based process.
3. The Professional Growth Plan shall:
 - 3.1. include an inquiry question and/or goals and objectives based on a personal reflection of the competencies outlined in the provincial Leadership Quality Standard;
 - 3.2. show a demonstrable relationship to the Leadership Quality Standard, where applicable; and
 - 3.3. take into consideration the educational plans of the school, the Division, and Alberta Education.
4. All administrators shall engage in dialogue throughout the school year with the Superintendent and/or designate(s) for the purpose of conveying progress relative to the inquiry question and/or goals.

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Administrator Supervision and Evaluation

5. The Board shall be responsible for the evaluation of the Superintendent.
6. The Superintendent shall be responsible for the supervision and evaluation of the Associate Superintendents.
7. The Superintendent or designate shall be responsible for the supervision and evaluation of:
 - 7.1. school principals;
 - 7.2. directors;
 - 7.3. managers;
 - 7.4. co-ordinators;
 - 7.5. consultants;
 - 7.6. other Division administrative employees not covered by policies relating to teachers or support staff.
8. The school principal shall be responsible for the supervision and evaluation of vice-principals;
9. The school principal or designate shall be responsible for the supervision and evaluation of:
 - 9.1. teachers;
 - 9.2. administrative assistants;
 - 9.3. educational assistants;
 - 9.4. other Division school based employees.
10. Supervision shall be an on-going process which includes:
 - 10.1. providing support and guidance to the administrator;
 - 10.2. providing feedback to the administrator on their performance;
 - 10.3. providing feedback from stakeholders obtained through regular Division and/or provincial surveys;
 - 10.4. assisting the administrator in developing goals for growth;
 - 10.5. identifying behaviors or practices of an administrator that for any reason may require an evaluation.
11. An evaluation of an administrator may be conducted:
 - 11.1. for the purpose of making contractual decisions; or
 - 11.2. where there are questions about leadership performance; or
 - 11.3. upon the request of the administrator.
12. Supervision and evaluation of administrators shall be based on the Leadership Quality Standard, where applicable. Supervision and evaluation of administrators will be based on the ability of the individual to fulfill the position job description.

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13. Where evidence is obtained through evaluation(s) that substantiate(s) that an administrator's performance does not meet the Leadership Quality Standard or does not meet the requirements of the job description, the Superintendent will deem the individual's performance as an administrator to be unacceptable. In keeping with the principles of fundamental justice and due process, the Superintendent shall provide an opportunity for the administrator to remediate any deficiencies before a further evaluation is undertaken. If it is established that the administrator has been unsuccessful in improving their practice, the Superintendent may then move to terminate the individual's contract as an administrator.
14. For each:
 - 14.1. administrator appointed to an "acting" position for a period of greater than six months, an evaluation shall be completed sixty days prior to the expected expiry of the appointment.
 - 14.2. newly appointed administrator, an evaluation shall be completed sixty days prior to the completion of the first year.
 - 14.3. administrator evaluated, the Superintendent or designate shall prepare a letter of recommendation regarding renewal of the appointment.
15. All administrators shall be provided with a comprehensive evaluation every five years as part of an ongoing process of growth and improvement.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act:	Sections 20, 96
Division Policies:	301.3 Superintendent Evaluation 402.8.3 Employee Assistance and Wellness Programs 402.11.1 Teacher Growth, Supervision and Evaluation
Division Forms:	303.3.1 Administrator Evaluation Form
Other Statutes:	Alberta Labour Relations Code, Employment Standards Act
Other:	Employee Collective Agreements Alberta Leadership Quality Standard