



DATE: August 24, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Lisa Lacroix, Associate Superintendent, Human Resources

GOVERNANCE POLICY: [Policy 105 - Vision, Mission, Values](#)
[Policy 700 - Superintendent of Schools](#)

ADDITIONAL REFERENCE: [AP722 – Growth and Supervision of School Administrators](#)
[AP723 – Evaluation of School Administrators](#)
Education Act: Section 197
Leadership Quality Standard
Education Plan

SUBJECT: Administrative Procedure 723 – Growth, Supervision and Evaluation of Principals and Vice Principals

PURPOSE:

For information.

BACKGROUND:

Sturgeon Public Schools recognizes the importance of having effective school administrators, who are accomplished teachers, to direct student learning and the business of the Division. Based on The *Leadership Quality Standard (LQS)*, the Division strives to select school administrative leaders who can consistently analyze context and make decisions about what leadership knowledge and abilities to apply which will result in quality teaching and optimum learning for all students.

Previously *AP723 – Evaluations of School Administrators* - did not address the growth and supervision component for School Administrators which is now contained in the new *AP723 – Growth Supervision and Evaluation*. This new *AP723* clearly defines the process for growth, supervision and evaluation of a school administrator

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

ATTACHMENT(S):

1. Administrative Procedure 723 – Growth, Supervision and Evaluation of Principals and Vice Principals

Replaces the existing Administrative Procedure 723- Evaluation of School Administrators

Administrative Procedure 723- Growth, Supervision and Evaluation of Principals and Vice Principals

Purpose

Sturgeon Public Schools believes that growth, supervision and evaluation of Principals and Vice Principals are key components to effective leadership practice. Sturgeon Public Schools recognizes the importance of having effective school leaders, who are accomplished teachers, to direct student learning and the business of the Division. To meet the Leadership Quality Standard (LQS), school leaders must consistently analyze context and make decisions on what leadership knowledge and abilities to apply which will result in quality teaching and optimum learning for all students.

Procedure

1. Administrator Professional Growth plans shall be submitted as follows:
 - 1.1 All Principals are responsible for submitting a Professional Growth Plan to the Superintendent by October 15 each school year.
 - 1.2 All Vice Principals are responsible for submitting a Professional Growth Plan to their Principal by October 15 each school year.
2. The performance of Principals shall be evaluated by the Superintendent or designate according to the following schedule:
 - 2.1 During the probationary period;
 - 2.2 When the Principal is in an acting position for more than six months;
 - 2.3 Every third year for continuous contract Principals new to their location;
 - 2.4 Every fifth year for continuous contract Principals in their current location.
3. The performance of Vice Principals shall be evaluated by the Principal according to the following schedule:
 - 3.1 During the probationary period;
 - 3.2 When the Vice Principal is in an acting position for more than six months;
 - 3.3 Every third year for ~~term~~-continuous contract Vice Principals who are new to their location;
 - 3.4 Every fifth year for ~~term~~-continuous contract Vice Principals in their current location.

4. Administrative evaluations may be initiated at the request of the Vice Principal, Principal or Superintendent.

5. The administrator's evaluation shall proceed as follows:

5.1 The administrator will be provided with a Notice of Evaluation on or before November 15th of the school year;

5.2 The Superintendent/designate or the Principal will meet with the administrator to confirm:

5.2.1 The reason for the evaluation;

5.2.2 The evaluation process;

5.2.3 The sources of data and the methods for collecting the data;

5.2.4 The evaluation criteria based on the Leadership Quality Standard (LQS);

5.2.5 The responsibilities of the Superintendent/designate, Principal or administrator being evaluated;

5.2.6 The timelines to be applied.

5.3 The Evaluation Summary Report shall be completed no later than April 30 each school year and shall include:

5.3.1 An introduction;

5.3.2 A statement of evaluation purpose;

5.3.3 An overview of the context in which the administrator works;

5.3.4 Evidence of practice;

5.3.5 Identification of the leadership strengths of the administrator;

5.3.6. Identification of areas for growth and/or improvement;

5.3.7. A brief concluding statement;

5.3.8 The administrator's response to the evaluation;

5.3.9 A recommendation to the Superintendent or by the Superintendent;

5.4 The administrator and evaluator will sign the report. A copy of the report will be provided to the administrator. The original report will be forwarded to the Superintendent and retained in the Personnel File.

5.5 An administrator being evaluated shall be given the opportunity to append a written response to the Evaluation Summary Report within five operational days of the meeting with the evaluator.

6. Administrative Evaluation Appeals:

6.1 A Vice Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or the content of the evaluation and may append additional information to the evaluation report.

6.2 A Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or the content of the evaluation and may append additional information to the evaluation report.

6.3 The Superintendent shall determine if a review is warranted.

6.4 The result of the review cannot be appealed.

7. 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, constitutes a neglect of duty, a breach of trust or refusal to obey a lawful order of the Board.

8. The Board or Superintendent shall not be restricted from taking any action or exercising any right or power granted by the Education Act.

References: *Board Policy: 105 Vision, Mission, Values*
Admin Procedure: 722 Probationary Contracts for Principals and Vice Principals.
Education Act: Section 197
Leadership Quality Standard (LQS)
Alberta Teachers' Association Collective Agreement
Three Year Education Plan