



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 722 – Contracts for Newly Designated Principals and Vice Principals

PURPOSE:

For information.

BACKGROUND:

To provide the opportunity to evaluate the performance and competency of newly designated school administrators, a process and timeline is required to allow for a fair evaluation of their leadership performance based on The *Leadership Quality Standard* (LQS).

Previously *AP722 – Growth and Supervision of School Administrators* - did not address the process or timeline for contracts of newly appointed Principals and Vice Principals.

The rewrite of *AP722 – Contracts for Newly Designated Principals and Vice Principals* - now clearly defines this process and timelines of contracts.

A newly drafted *AP723 – Growth Supervision and Evaluation* - will address the information and processes contained in the previous *AP722 – Growth and Supervision of School Administrators*.

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

ATTACHMENT(S):

1. Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals

Replaces the existing Administrative Procedure 722- Growth and Supervision of School Administrators.

Administrative Procedure 722- Contracts for Newly Designated Principals and Vice Principals,

Purpose

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 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.

To provide the opportunity to evaluate the performance and suitability of newly designated school administrators, administrators will be placed initially on a probationary contract. This probationary period will allow for a fair evaluation of their leadership performance based on the Leadership Quality Standard (LQS).

Procedure

1. All appointments to administrative designations with a start date after June 22, 2022 will follow this procedure for contracts and continuous designations.
2. Responsibility and authority for the appointment of school administrators shall rest with the Superintendent of Schools.
3. Principals shall be appointed to the Division and subject to transfer.
4. Evaluations will include a performance review based on the Leadership Quality Standard (LQS), as well as a review of the newly designated administrator's professional development plan.
5. No later than April 30 in the probationary contract period, an evaluation will be conducted by the Superintendent or designate. Copies of the summary evaluation will be provided to the administrator being evaluated, to the evaluator and placed in the Division's personnel file.

Vice Principals

6. Based on the final evaluation, a designate to the Superintendent will make a recommendation to the Superintendent, or the Superintendent will determine:
 - 6.1 To award a three-year term contract and designation.
 - 6.2 To allow the probationary contract to expire and return the administrator to an appropriate teaching assignment, after informing the individual.
 - 6.3 To extend the probationary contract for an additional year.
7. After an extended one-year probationary contract and an evaluation, a recommendation will be made to the Superintendent, or the Superintendent will determine:
 - 7.1 To award a ~~three year term continuous contract and~~ designation

7.2 To allow the extended one-year probationary contract and designation to expire and return the administrator to an appropriate teaching assignment, after informing the individual.

Principals

8. For each year of the probationary period, the Superintendent or designate shall evaluate the Principal.

9. In the fourth year of a Principal designation and based on the results of a performance review conducted by the Superintendent or designate of the Superintendent, the Superintendent will determine as per Section 4.5 of the Collective Agreement,:

9.1 To provide a continuous designation,

9.2 To allow the contract to expire and return the administrator to an appropriate teaching assignment, after informing the individual.

10. 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.

*References: Board Policy:105 Vision, Mission, Values
Admin Procedure: 723 Growth, Supervision and Evaluation of Principals and Vice Principals
Education Act: Section 197
Leadership Quality Standard (LQS)
Three Year Education Plan
Alberta Teachers' Association Collective Agreement*