



DATE: March 22, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Lisa Lacroix, Associate Superintendent Human Resources

GOVERNANCE POLICY: [Administrative Procedure 722 Contracts for Newly Designated Principals and Vice Principals](#)

ADDITIONAL REFERENCE: [Policy 105 - Vision, Mission and Values](#)
[AP723 - Growth, Supervision and Evaluation of Principals and Vice Principals](#)
Education Act: Section 197
Leadership Quality Standard
Three Year Education Plan
Alberta Teachers' Association Collective Agreement
Assurance Domain – [Teaching & Leading](#)

SUBJECT: Administrative Procedure 722 – Contracts for Newly Designated Principals and Vice Principals

PURPOSE:

For information.

BACKGROUND:

Administration is amending *Administrative Procedure 722 - Contracts for Newly Designated Principals and Vice Principals*. This change would align the wording to the Alberta Teachers' Association Collective Agreement.

Administration is prepared to respond to questions at the March 22, 2023, Public Board meeting.

ATTACHMENT(S):

1. AP722 – Contracts for Newly Designated Principals and Vice Principals – Tracked Changes

Administrative Procedure 722

Contracts for Newly Designated Principals and Vice Principals

Responsible Administrator: Superintendent

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 are 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 and term 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. A teacher designated as a Vice Principal shall enter into a series of term contracts for a period of up to five (5) years. Up to two (2) of these five years may be on a probationary basis. Following the term contract maximum of five (5) years, inclusive of the maximum two (2) year

probationary period, the Division must decide whether or not the designation will continue, and if it continues, it is deemed to be a continuing contract.

7. For each year of the term and/or probationary contracts the Principal shall evaluate the Vice Principal.

~~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 continuous 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, or

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, and Values

Admin Procedure: 723 Growth, Supervision and Evaluation of Principals and Vice Principals

Education Act: Section 197

Leadership Quality Standard

Three Year Education Plan

Alberta Teachers' Association Collective Agreement

History

2020 Jan 29 Initial Approval
2022 Aug 24 Amended

[2023 March 22 Amended](#)