



**Date:** October 23, 2024 **Agenda Item:** 8.11  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Lisa Lacroix, Associate Superintendent Human Resources  
**Subject:** **Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals**

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**Background:**

*Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).*

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

*Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals* has been reviewed and updated as part of the regular review schedule. This Administrative Procedure is intended to support and ensure that all Principals and Vice Principals are held to the highest standards of leadership, contributing to the overall effectiveness of our schools and the success of our students.

The amendments to *Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals* clarify the timeline that an evaluation is required and incorporate necessary grammatical corrections.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

- |                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (4) Leading Learning   |
| <b>INDICATORS:</b> | b. providing learning opportunities, based on research informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles; and<br>e. ensuring that staff have access to resources, programs and expertise to support them in meeting their professional responsibilities and in addressing the learning needs of all students. |

<b>COMPETENCY:</b>	(6) School Authority Operations and Resources
<b>INDICATORS:</b>	d. providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities.

**Governance Implications:**Education Act

Principals

197 A principal of a school must

- (i) evaluate the teachers employed in the school, and

Leadership Quality Standard

3. The Leadership Quality Standard applies to all leaders employed in a school authority. All leaders are expected to meet the Leadership Quality Standard throughout their careers. Principals as defined under the Education Act are accountable for the demonstration of all the competencies. Other leaders are responsible for the demonstration of competencies directly related to their assigned role. In any given context, reasoned professional judgment must be used to determine whether the Leadership Quality Standard is being met.

Teaching Quality Standard

3. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers. In any given context, reasoned professional judgment must be used to determine whether the Teaching Quality Standard is being met.

Policy 105: Vision, Mission, Values**VALUES**

Excellence in teaching. We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

Shared responsibility. We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.

Three Year Education Plan

Domain: Teaching and Leading

Public assurance occurs when Sturgeon Public teachers and principals demonstrate all dimensions of the Teaching or Leadership Quality standards in a collaborative culture of learning.

Administrative Procedure 205: Developing Administrative Procedures

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the

implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the October 23, 2024, Public Board meeting.

**Attachment(s):**

1. Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals - [Website Version](#)
2. Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals - Tracked Changes



## **723: Growth, Supervision and Evaluation of Principals and Vice Principals**

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**Responsible Administrator: Superintendent**

### **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 In the second or third year for continuous contract Principals new to their location;
  - 2.4 Every five years 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 In the second or third year for continuous contract Vice Principals who are new to their location;
  - 3.4 Every five years for 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 Contracts for Newly Designated 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

2024 Oct 11 Amended

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Responsible Administrator: Superintendent

## 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

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.

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~~In the second or third year for continuous contract Principals new to their location;
- 2.4 Every ~~fifth~~five years for continuous contract Principals in their current location.

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~~In the second or third year for continuous contract Vice Principals who are new to their location;
- 3.4 Every ~~fifth~~five years for continuous contract Vice Principals in their current location.

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

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:
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5.2.2 The evaluation process;

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

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

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