

## **POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT SUMMATIVE EVALUATION IS A JUDGEMENTAL PROCESS DESIGNED TO FACILITATE DECISIONS ABOUT THE COMPETENCE OF AN EMPLOYEE. THIS POLICY OPERATES UNDER THE ASSUMPTION THAT AN EVALUATION PROCESS MAY BE INITIATED TO GENERATE THE DATA FOR MAKING WELL-INFORMED AND FAIR EMPLOYMENT DECISIONS.

## **DEFINITIONS**

**Evaluation**, means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by the evaluator in determining whether one or more aspects of the leadership of the school administrator exceeds, meets or does not meet the Leadership Quality Standard;

**School Administrator**, includes:

- assistant principals,
- vice principals, and
- principals

## **GUIDELINES**

1. School administrators shall enter into a series of temporary contracts for the first five years of their designation.
  - 1.1 School administrator temporary contracts will be at maximum two years.
  - 1.2 School administrators shall enter a continual contract after five years as per the collective agreement.
2. Teachers appointed to an assistant or vice-principal position shall be assigned administrative duties by the principal.
  - 2.1 The principal shall develop a job description consisting of roles and responsibilities for assistant and vice principals consistent with the school context and the “Leadership Quality Standard”.
  - 2.2 The principal shall meet at least annually with the individual(s) appointed to the assistant and/or vice-principal position(s) to review their job description(s).
    - 2.2.1 Updated job descriptions shall be submitted to Division Office and placed in the individual’s personnel file.
  - 2.3 An evaluation of the school administrator will take place during the term of any temporary appointment.

## **Policy GCNN - Evaluation of School Principals – Continued**

### **REGULATIONS**

1. School administrators shall undergo an evaluation, conducted by the Superintendent or designate, or principal, in the case of assistant and/or vice principals,
  - 1.1 upon being given a temporary administrative contract,
  - 1.2 when on the basis of information received through supervision, the superintendent or principal has reason to believe that the leadership of the school administrator may not be meeting the Leadership Quality Standard,
  - 1.3 for the purposes of gathering information related to a specific employment decision,
  - 1.4 for the purposes of assessing the growth of the school administrator in specific areas of practice, and/or
  - 1.5 at the written request of the school administrator.
2. Evaluations shall be based on information gathered through observations, discussions, reviews of documents, reports and plans, and other data such as staff feedback appropriate to each school administrator's assignment gathered in accordance with the Code of Professional Conduct and the jurisdiction's Employee Code of Conduct Policy.
  - 2.1 School administrators shall be allowed to contribute data to the evaluation through personal portfolios or other material or information of their choosing.
3. Evaluation shall consist of a review of all aspects of a school administrator's leadership competence based on the Leadership Quality Standard.
  - 3.1 The evaluator shall consider the best interests of the students, staff, the school administrator, the teaching profession and the school system during the evaluation.
4. At the commencement of the evaluation, the school administrator must receive written notification, explicitly communicating:
  - 4.1 the reasons for and purposes of the evaluation;
  - 4.2 the process, criteria, and standard to be used for the evaluation, including a copy of the policy of the Horizon School Division pertaining to their evaluation;
  - 4.3 the timelines to be applied; and
  - 4.4 the possible outcomes of the evaluation.
5. The evaluation report generated during the evaluation process shall be signed by both parties.
  - 5.1 The school administrator's signature evidences that the report has been received for review.
  - 5.2 Evaluators shall provide the school administrator with a copy of the evaluation report.

## Policy GCNN - Evaluation of School Principals – Continued

- 5.3 The evaluator shall place a copy of the notice of evaluation and evaluation report in the school administrator's personnel file at Division Office.
6. An evaluation report shall be provided to the school administrator within eight (8) months of commencing the evaluation, which correlates to April 30 for school administrators starting at the commencement of the school year.
  - 6.1 The evaluation report shall state whether or not the school administrator meets the Leadership Quality Standard and expectations of the Horizon School Division.
7. The evaluation may be used by the superintendent to make an employment decision, which may include:
  - 7.1 offering the school administrator a temporary contract/administrative designation,
  - 7.2 offering the school administrator a permanent contract/administrative designation,
  - 7.3 removing the school administrator's administrative designation,
  - 7.4 terminating the school administrator, or
  - 7.5 another action deemed appropriate by the superintendent.
8. The school administrator shall be given the opportunity to append additional comments to all written reports pertaining to his/her evaluation.
9. The superintendent shall inform the board of school administrator appointments annually.
10. In the event that remediation is necessary, the school administrator being evaluated may receive a Notice of Remediation which means.
  - 10.1 A program of improvement will be undertaken by the school administrator and a reasonable timeline for improvement will be set.
  - 10.2 At the end of the time allotted, the evaluation will resume.
11. This policy does not restrict the school board or superintendent,
  - 11.1 from taking disciplinary or other action, as appropriate, where the superintendent has reasonable grounds for believing that the actions, practices, or conduct of a school administrator endangers the safety of students, constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school board, or
  - 11.2 from taking any action or exercising any right or power under the *Education Act*.