

ADMINISTRATOR EVALUATION PROCEDURES

Background

Evaluation means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment in determining whether one or more aspects of the principal's performance exceeds, meets or does not meet *The Principal Quality Practice Guideline*.

MECCS recognizes that specific reasons make it necessary to evaluate an administrator's performance from time to time, and that there needs to be in place a mechanism by which these judgments are made.

The basis for the evaluation of school administrators shall be *The Principal Quality Practice Guideline: Promoting Successful School Leadership in Alberta*.

School administrators employed by MECCS are expected to consistently meet or exceed *The Principal Quality Practice Guideline*. Principals, Superintendent and the Board each have responsibilities to ensure the achievement of this standard.

The following procedures will also apply to the evaluation of the Vice Principal.

Procedures

1. An administrator shall be evaluated:
 - 1.1 During his/her probationary year;
 - 1.2 During the final year of a term contract; and
 - 1.3 When there is reason to believe that the performance of the administrator may not meet *The Principal Quality Practice Guideline*.
2. Reasoned, evidence-based, professional judgment must be used to determine whether *The Principal Quality Practice Guideline* is demonstrated in a given context. Evidence may include:
 - 2.1 Collection of artefacts;
 - 2.2 Self-Reflection; or
 - 2.3 On-going observations made by the Superintendent.
3. When conducting an evaluation, the Superintendent must
 - 3.1 Include observations of the Principal's roles and other activities related to the Principal's assignment;
 - 3.2 Conduct appropriate pre-evaluation and post-evaluation conference discussions with the Principal; and
 - 3.3 Provide the Principal with on-going feedback over the course of the evaluation.
4. A Principal with a probationary contract must be given at least two conferences with the Superintendent during the probationary period, and at least one conference shall be conducted by the Superintendent before to April 30, prior to any decision being made with regard to renewing a principal's designation.

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5. An evaluation report must be completed by June 15, each year, and include recommendations pertaining to the Principal's employment, certification or remediation as applicable.
6. The evaluator must meet with the Principal to discuss the evaluation report, and the Principal may add written comments to the evaluation report.
7. A copy of the original evaluation report, together with the Principal's written comments, must be given to the Principal, and a copy must also be included in the Principal's personnel file.
8. When an evaluation determines the Principal's performance does not meet the expectations of *The Principal Quality Practice Standard*, or that a change in the behaviour or practice of a principal is required, then the Principal must be provided:
 - 8.1 A notice of remediation describing the required change in behaviour or practice;
 - 8.2 A program of assistance and strategies the Principal is expected to pursue, consistent with the notice of remediation;
 - 8.3 Information about how it will be determined if the required changes have been made, the applicable timelines for the remediation, and the possible
 - 8.4 Consequences of not achieving the required changes; and
 - 8.5 Notification of a subsequent evaluation to be undertaken after no fewer than 45 school days and no more than 100 school days from the date of the notice of remediation.
9. If the evaluator concludes that the Principal's performance still does not meet the expectations of *The Principal Quality Practice Standard*, or that a change in the behaviour or practice of a principal still is required, the evaluator must recommend
 - 9.1 An additional period of remediation and ongoing evaluation;
 - 9.2 Disciplinary action, where appropriate; or
 - 9.3 Termination of the principal's contract of employment; or any combination of these.
10. The Principal has the right to appeal an evaluation as provided in Board policy and the *School Act*, and such a request shall be made within 10 calendar days of the Principal receiving the evaluation report.
11. This policy does not restrict the Board or Superintendent
 - 11.1 From taking or recommending disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds for believing that the actions or practices of the Principal endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school authority, or
 - 11.2 From taking any action or exercising any right or power under the *School Act*.

References: Sections 20, 60, 61, 113, *School Act*

Adopted: June 2011

Amended:

Due for Review: