

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION, AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 500 – Personnel and Employee Relations

# **POLICY 512: ADMINISTRATOR GROWTH, SUPERVISION AND EVALUATION**

### **BACKGROUND**

School and Division administrators play a key leadership role in ensuring student learning and establishing a culture that reflects the vision, mission, beliefs and values of the Division. Administrators therefore have the responsibility and authority to analyze and respond to the context in which they lead.

### **POLICY**

The Board of Trustees expects its administrators to maintain and enhance their competency by engaging in professional growth, supervision, and evaluation activities. The Board understands that this process:

- is a dynamic and ongoing process;
- enhances and improves student learning;
- supports, nurtures, encourages and improves administrative performance;
- facilitates professional growth and development among administrators;
- ensures that highly effective administration practices are employed in the Division;
- ensures the appropriateness of administrative appointments.

### **GUIDELINES**

#### Administrator Growth

1. Every Division administrator shall be responsible for developing, implementing, and completing a Professional Growth Plan by October 31 of each school year.
2. The Growth Plan shall be submitted to and reviewed with:
  - 2.1. The Superintendent or designate in the case of School Principals, Directors, Coordinators, and Consultants;
  - 2.2. the School Principal in the case of Vice Principals.
3. The Growth Plan shall:
  - 3.1. reflect goals and objectives based on an assessment of leadership skills of the individual administrator;
  - 3.2. show a demonstrable relationship to the Principal Quality Practice Guideline;

- 3.3. take into consideration the educational plans of the school or department, the Division and Alberta Education.
4. Prior to the end of the school year, each administrator shall meet with his/her supervisor to review the extent to which the goals of the plan have been met.
5. Administrator Supervision and Evaluation
6. The Board shall be responsible for the evaluation of the Superintendent.
7. The Superintendent shall be responsible for the supervision and evaluation of the Deputy and Associate Superintendents.
8. The Superintendent or designate shall be responsible for the supervision and evaluation of:
  - 8.1. School Principals;
  - 8.2. Directors;
  - 8.3. Co-ordinators;
  - 8.4. Consultants;
  - 8.5. other Division administrative employees not covered by policies relating to teachers or support staff.
9. The School Principal shall be responsible for the supervision and evaluation of:
  - 9.1. Vice Principals
10. Supervision shall be an on-going process which includes:
  - 10.1. providing support and guidance to the administrator;
  - 10.2. providing feedback to the administrator on his/her performance;
  - 10.3. observing and receiving information from any source about the quality of leadership that an administrator is providing;
  - 10.4. providing feedback to the administrator around information received from various sources;
  - 10.5. assisting the administrator in developing goals for growth;
  - 10.6. identifying behaviour or practices of an administrator that for any reason may require an evaluation.
11. An evaluation of an administrator may be conducted:
  - 11.1. for the purpose of making contractual decisions, or;
  - 11.2. when, on the basis of information received through supervision, the person designated as the evaluator, has reason to believe that the administrator is not meeting the Principal Quality Practice Guidelines, or;
  - 11.3. upon the written request of the administrator.
12. On initiating an evaluation, the Superintendent, designate, or Principal, must communicate explicitly to the administrator in writing the:
  - 12.1. reasons for and the purposes of the evaluation;
  - 12.2. process, and the criteria to be used;
  - 12.3. timelines to be applied; and



- 12.4. possible outcomes of the evaluation.
13. Supervision and evaluation of school-based administrators shall be based on the Principal Quality Practice Guideline. Supervision and evaluation of administrators will be based on the ability of the individual to fulfill the position according to the job description.
  14. Upon completion of an evaluation, the Superintendent, designate, or Principal, must write a report that is addressed and discussed with the administrator. The report must be signed by the Superintendent or Principal and the administrator indicating receipt of the report. However, this does not necessarily indicate concurrence with the contents of the report. A copy of this report will be placed in the administrator's personnel file.
  15. Where evidence is obtained through evaluation(s) that substantiates that an administrator's performance does not meet the Principal Quality Practice Guideline, in the case of a school-based administrator or does not meet the requirements of the job description, the Superintendent will deem the individual's performance as an administrator to be unacceptable. In keeping with the principles of fundamental justice and due process, the Superintendent shall provide an opportunity for the administrator to remediate any deficiencies before a further evaluation is undertaken. If it is established that the administrator has been unsuccessful in improving his or her practice, the Superintendent may then move to terminate the individual's contract as an administrator.
  16. If, for any reason, a school administrator wishes to dispute or take action against the statements written in an evaluation report, the following options are available:
    - 16.1. Administrators are encouraged to have completed 16.1.1 and 16.1.2 within 10 teaching days of the receipt of the report:
      - 16.1.1. discuss the offending statement(s) with the Superintendent, designate or Principal responsible for writing the report;
      - 16.1.2. submit a written statement of objections and reasons for same to Superintendent of Schools. The statement will be appended to the evaluation report in the school administrator's personnel file;
    - 16.2. Upon receiving a request for a review of a Principal's evaluation, the Superintendent must conduct the review and issue a written decision within 15 operational days.
  17. Notice of Remediation:
    - 17.1. A Notice of Remediation is the written statement issued to an administrator by a supervisor where they have determined that the administrator's leadership does not meet the Principal Quality Practice Guidelines. A Notice of Remediation describes:
      - 17.1.1. the behaviors or practices that do not meet the PQP and the changes required;
      - 17.1.2. the remediation strategies the administrator is advised to pursue;
      - 17.1.3. a reasonable time schedule to address the remediation strategies;
      - 17.1.4. how the determination will be made that the required changes have taken place;



17.1.5. the consequences of not achieving the required changes including, but not limited to, termination of the administrator’s contract of employment or administrative designation.

17.2. The Supervisor will remind the administrator that they can seek support from ATA: Member Services.

18. For each administrator appointed:

18.1. in an “acting” capacity for a period of greater than six months, an evaluation shall be completed sixty days prior to the expiry of the appointment, or by the end of April.

18.2. with a probationary contract, an evaluation shall be completed by the end of April.

ADMINISTRATIVE PROCEDURE-EXHIBITS

[512 E 001 – Administrator Effective Practice Framework](#)

REFERENCES

Policy 510 – Teacher Growth, Supervision and Evaluation

Administrator Growth, Supervision and Evaluation Handbook

Alberta Education – Education Act

Alberta Labour Relations Code

Alberta Principal Quality Practice Guideline

ATA: Member Services

Employment Standards Code

Principal Quality Practice Guideline

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