

**WESTERN SCHOOL DIVISION  
SCHOOL ADMINISTRATOR EVALUATION**

**A. Purposes:**

- To develop and maintain the best possible learning environment in the school in relation to the educational goals and philosophies of Western School Division.
- To ensure a high level of administrator performance by promoting professional growth.
- To evaluate the performance of the administrator.

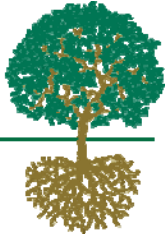
**B. Sources:**

The sources of information gathered in the evaluation process may include:

- General observations of the administrator by the evaluator.
- References to CFA, CFA-R, and GCNA-E1.
- Conferences and discussions with the administrator.
- Review of information obtained from other senior administrators.
- Self-evaluation.
- Documentation/Conversations regarding major initiatives undertaken by the school.
- Review of annual school plans.
- Professional Portfolio.

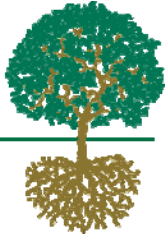
**C. Procedures:**

1. Supervision and evaluation of Principals will be carried out by the Superintendent or designate. Supervision and evaluation of Vice-principals will be carried out by the Principal.
2. By October 15<sup>th</sup> of the evaluation year a pre-conference shall be held between the administrator and the Superintendent at the commencement of any formal evaluation process. The purposes of the pre-conference are:
  - a) To discuss purpose, components, criteria and process used for administrator evaluation in Western School Division.
  - b) To discuss the observation times and duration of such times.
  - c) To discuss the specific procedures and forms to be used.
3. In a year that reflective dialogue is chosen, the reflective conversation between the administrator and the Superintendent will occur prior to November 15<sup>th</sup>.



**C. Procedures:** (continued)

4. Data for the purpose of administrator evaluation shall be gathered from some or all the sources previously outlined.
5. The administrator shall receive specific feedback from the evaluators as an on-going process. First year administrators will receive a written interim evaluation in their first term and a final evaluation in the second term.
6. A post-conference shall be held with the administrator at the conclusion of any formal evaluation cycle. This conference will be held by April 1<sup>st</sup>.
7. The written summative report shall be prepared by the Superintendent or the Principal in the case of a Vice-Principal evaluation, and presented to the Administrator by April 15<sup>th</sup> of the evaluation year.
8. The administrator's signature implies that the administrator has read the report. The administrator shall have the opportunity to attach to the written summative report any relevant written comments.
9. The administrator shall have five working days to attach written comments to the report.
10. The report is to be retained in the administrator's personnel file with a copy given to the administrator.



**D. Evaluation Cycle:**

In all tracks the lead evaluator for Principals will be the Superintendent. In all tracks the lead evaluator for Vice-Principals will be the Principal with direct input from the Superintendent.

<u>Year</u>	<u>Evaluative Track</u>	<u>Developmental Track</u>
1.	Formal evaluation by lead evaluator.	Optional
2.	Follow-up evaluation by lead evaluator.	Professional Growth Plan
3.	No Evaluative Process	Professional Growth Plan
4.	The lead evaluator may offer either: •Formal Evaluation or •Reflective Dialogue with Portfolio	Professional Growth Plan
5.	No Evaluative Process	Professional Growth Plan
6.	No Evaluative Process	Professional Growth Plan

**\*\*Beginning in Year 7 return to the 3 year cycle from Years 4-6.\*\***

**E. Administrators Experiencing Difficulty:**

Where the superintendent perceives an administrator to be experiencing some difficulty, which requires direct supervision, the administrator will be placed on the evaluative year. When, as a result of an evaluation report, an administrator's performance is judged to be unsatisfactory, the Superintendent may place the administrator on formal probation. Should this occur, the procedures in policy GCG shall apply.

Reference (CFA, CFA-R, GCNA E-1)