

Administrative Procedure 432

PRINCIPALS/ASSISTANT PRINCIPALS: GROWTH, SUPERVISION AND EVALUATION

Background

The Superintendent believes the growth, supervision and evaluation of principals/assistant principals are key components in their effective professional practice.

Procedures

1. Administrator Professional Growth Plans must be submitted as follows:
 - 1.1 All principals are responsible for submitting an Administrator Professional Growth Plan to the Superintendent/designate on an annual basis.
 - 1.2 All assistant principals are responsible for submitting an Administrator Professional Growth Plan to their principal on an annual basis.
2. The performance of principals shall be evaluated by the Superintendent/designate according to the following schedule:
 - 2.1 During the Principal's first year as Principal in a Division school, probationary year;
 - 2.2 When the Principal is in an acting position for not less than six consecutive months;
 - 2.3 Every third year thereafter for principals who are new to the Division or current school;
 - 2.4 Every fifth year thereafter for experienced principals in their current position; or
 - 2.5 When the Principal is being recommended for permanent certification.
3. The performance of assistant principals shall be evaluated by the Principal according to the following schedule:
 - 3.1 During the Assistant Principal's first year as Assistant Principal in a Division school, probationary year;
 - 3.2 When the Assistant Principal is in an acting position for not less than six consecutive months;

- 3.3 Every third year thereafter for assistant principals who are new to the Division or current school;
- 3.4 Every fifth year thereafter for experienced assistant principals in their current position; or
- 3.5 When the Assistant Principal is being recommended for permanent certification.
- 4. Administrative evaluations may be done when requested by:
 - 4.1 A principal may be evaluated at the request of the Principal or Superintendent.
 - 4.2 An assistant principal may be evaluated at the request of the Assistant Principal, Principal or Superintendent.
- 5. Appeals of administrative evaluations may be submitted as follows:
 - 5.1 A Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or content of the evaluation.
 - 5.2 An Assistant Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or content of the evaluation.
- 6. The Superintendent shall determine if a review is warranted.
- 7. The result of the review is not appealable.

Reference: Education Act 196, 197, 222 Teaching Quality Standard Leadership Quality Standard		
	Date Approved:	April 1, 2021
	Reviewed or Revised:	Executive: April, 2021

References shall be updated as required and do not require additional approval.