

PROBATIONARY CONTRACTS FOR NEWLY DESIGNATED SCHOOL SITE ADMINISTRATORS

Background

The Division strives to select the best administrative leaders for the Division based upon several factors including talent, knowledge, skills and fit for the position.

In order to provide an opportunity to assess the performance and suitability of the newly designated school administrator, hereinafter referred to as the “administrator”, will be placed on an initial one-year probationary contract.

This contract will allow for a thorough and fair evaluation of performance. Following a successful probationary period, the Division may offer a three-year term contract and designation, followed by a performance evaluation and then a five-year term contract and designation.

Procedures

1. All appointments to administrative designations after April 2010 will follow the procedures below for term contracts.
2. A review of the newly designated administrator’s professional development plan will be part of the evaluation process. Evaluation will also include a performance review based on role/job description of the position.
3. No later than May 31 in the one-year probationary contract period, an evaluation will be conducted by the Superintendent (or designate). Copies of the report will go to the administrator being evaluated, to the evaluator and to the Division’s personnel file. Based on the final evaluation, a designate of the superintendent will make a recommendation to the Superintendent; or the Superintendent will decide:
 - 3.1 To award a three-year term contract and designation.
 - 3.2 To allow the probationary contract to expire and return the individual to an appropriate teaching assignment, after consultation with the employee.
 - 3.3 To extend the probationary contract for an additional year.
4. After an extended one-year probationary contract, a recommendation will be made to the Superintendent or designate:
 - 4.1 To award a three-year term contract and designation.

- 4.2 To allow the extended one-year probationary contract and designation to expire and return the employee to an appropriate teaching assignment after informing the individual.
5. Following the three-year contract term, and based upon the results of a performance review conducted by the Superintendent or designate, a designate of the Superintendent will make a recommendation to the Superintendent; or the Superintendent will decide:
 - 5.1 To provide a five-year term contract and designation.
 - 5.2 To allow the contract to expire and return the administrator to an appropriate teaching assignment, after informing the individual.
6. Following the five-year contract term, and based upon the results of a performance review conducted by the Superintendent (or designate), a designate of the Superintendent will make a recommendation to the Superintendent; or the Superintendent will decide:
 - 6.1 To provide a renewal of a five-year term contract and designation.
 - 6.2 To allow the contract to expire and return the administrator to an appropriate teaching assignment, after informing the individual.
7. The Superintendent will inform the Board of actions taken.

Reference: Section 52, 53, *Education Act*