

STAFF EVALUATION – CERTIFICATED ADMINISTRATION, SCHOOL AND DIVISION

Background

The Division requires that all school- and Division-based administrators employed by the Division be evaluated on a regular basis to ensure administrative performance is consistent with the Division's standards, philosophy and objectives.

Regular performance appraisals of school and Division administrators contribute to the improvement of school management. The Division believes that, since administrators have a significant impact on the quality of education programs, regular evaluations are essential.

Guidelines

1. Purpose: The purpose of the school- and Division-based administrator evaluation program is to:
 - 1.1. Communicate performance expectations.
 - 1.2. Facilitate improved administrative performance.
 - 1.3. Identify strengths as well as areas where effectiveness could be improved.
 - 1.4. Assist the administrator to assess critically his/her own performance.
 - 1.5. Serve as a basis for decisions relating to contract status, promotion, transfer or termination.
2. Performance Criteria: The evaluation of administrative performance shall include criteria cited in the *Leadership Quality Standard, CCSSA Catholic Leadership Quality Standard*, elements of the Division's faith leadership perspective as well as Division foundational statements and policies as they are developed.

Procedures

1. Nature of Evaluation
 - 1.1. Administrators will be supervised on an informal basis (ongoing and developmental). Administrators will also be evaluated on a formal basis (summative and judgmental) to assist with decisions regarding tenure, promotion, demotion, designation term contract renewal, etc.
 - 1.2. The evaluation process shall be designed to assist the administrator through self-awareness and self-knowledge to maximize his/her professional growth.
 - 1.3. The evaluation process and subsequent judgments rendered must be fair and just which requires:

- 1.3.1. Elimination, to the extent possible, of personal bias, interest, and prejudice on the part of the evaluators.
 - 1.3.2. Provision of reasonable time to improve areas identified as requiring improvement.
 - 1.3.3. Use of multiple data collection sources relative to administrator performance on established criteria.
 - 1.3.4. Opportunities to discuss the evaluation with the evaluators.
2. Confidentiality of Records
 - 2.1. Evaluation reports will be treated as confidential documents and kept in the Division office personnel file. Access to evaluation reports is restricted to the administrator and the Superintendent and designate(s) of the Superintendent.
3. Administrators are responsible for:
 - 3.1. Engaging in ongoing self-evaluation.
 - 3.2. Participating in appropriate professional development activities.
 - 3.3. Consulting with teachers, students and/or support staff as part of the evaluation process.
4. The Superintendent or designate is responsible for:
 - 4.1. Ensuring that detailed administrator evaluation procedures are developed.
 - 4.2. Ensuring that administrators are made aware of evaluation criteria.
 - 4.3. Implementing the formal evaluation process.
 - 4.4. Providing information to the Board regarding assignments, transfers, terminations, promotions and decisions regarding designation term contract decisions.
 - 4.5. Informing designated administrators of the established appeal procedures.
5. The school- and Division office-based administrator feedback process will include:
 - 5.1. A self-evaluation component.
 - 5.2. A formal evaluation process.
 - 5.3. A comprehensive evaluation completed prior to decisions regarding designated term contract decisions.
6. For comprehensive evaluations, the evaluator shall prepare a final written report on or before May 31 of the school year in which the evaluation is completed. One copy of the evaluation is to be provided for the administrator and one copy retained in the administrator's personnel file.

The person being evaluated may attach a written response to the evaluation report for inclusion in his/her personnel file.

7. School and Division office-based administrators shall be formally evaluated:
 - 7.1. For contractual purposes – to assist in decision making regarding the contract of the administrator.
 - 7.2. If they require a recommendation for permanent teacher certification.
 - 7.3. On request of the administrator or the Superintendent or designate.

8. A school or Division office-based administrator who disagrees with an evaluation report may appeal, in writing, to the Superintendent. This written appeal must be received by the Superintendent within two (2) weeks of receiving the evaluation report and shall outline the specific concerns. Within two weeks (2) of receiving the appeal, the Superintendent will establish a procedure for reviewing the appeal. This shall include a review of the employee's file and all or any one of the following:
 - 8.1. Convening a meeting with the administrator and other appropriate personnel.
 - 8.2. Conducting an additional evaluation.
 - 8.3. Outlining and suggesting appropriate alternatives to the administrator.