CENTRAL ADMINISTRATION SUPERVISION and EVALUATION

Belief

The Division believes that outstanding organizations require excellent central office administrators. As such, the Division is responsible to assess and monitor the performance of central office administrators as well as to foster and support the pursuit of excellence in the employee’s chosen profession.

Guidelines:

1. Central office administrators are expected to conduct their practice consistent with the employee’s Evaluation, Process, Criteria, Timelines and Performance Assessment Guide that outlines their performance standards.

2. Supervision of all central office administrators shall be conducted on a continuing basis for the purpose of ensuring that central office administrators are meeting the performance standards.

3. As part of the supervisory process, the supervisor may receive information from any source and make observations about the quality of service being provided by the central office administrator.

4. Through supervision the Superintendent, or designate, will provide guidance and support to a central office administrator to improve the administrator’s performance.

5. When, as the result of supervision, the Superintendent, or designate, believes a central office administrator’s performance may not meet one or more aspects of the performance standards, the supervisor may:
   5.1 Work with the administrator to change the behaviour or practice that may be problematic, or
   5.2 Initiate an evaluation

6. Evaluation is the formal process of gathering and recording information as evidence over a period of time, and the application of reasoned professional judgment by an evaluator in determining whether the behaviour or practice of the central office administrator meets or does not meet one or more aspects of the performance standards.

7. The evaluation of a central office administrator by the Superintendent, or designate may be conducted:
   7.1 upon the written request of the administrator;
   7.2 for the purpose of gathering information related to a specific employment decision;
   7.3 for the purpose of assessing the growth of the administrator in specific areas of practice;
7.4 when, on the basis of information received through supervision, the Superintendent or designate, has reason to believe that the performance of the administrator does not meet the performance standards;
7.5 once every three years.

8. Effective evaluation focuses on the performance of the central office administrator and the quality of service being provided.

9. The objective of the evaluation process is to assess and support excellence in performance and the growth and development of the administrator.

10. The goal of the evaluation process is the improvement of the performance of the administrator.

11. The central office administrator’s Evaluation Process, Criteria, Timelines and Performance Assessment Guide shall be used to guide professional development, evaluation and remediation strategies in order that administrators meet the performance standards consistently throughout their career.

12. Central office administrator performance standards are authorized standards approved by the Division, and any additional performance standards approved by the Division that may apply.

13. Reasoned professional judgment will be used to determine whether performance standards are being met by administrator in a given context.

14. The evaluation process provides for both growth and accountability and strengthens the relationship between responsibility and performance.

15. The Superintendent, or designate, will communicate to the administrator:
   15.1 the reasons for and purposes of the evaluation;
   15.2 the process, criteria, and standards to be used;
   15.3 the timeline to be applied;
   15.4 the possible outcomes of the evaluation.

16. Upon completion of an evaluation, the Superintendent, or designate, will provide the administrator with a copy of the completed evaluation report.

17. The evaluation process will result in a summative report, which will become part of the administrator’s personnel file.

18. Where, as the result of an evaluation, the Superintendent, or designate, determines that aspects of the administrator performance standards are not being met, the Superintendent, or designate, will provide to the administrator a notice of remediation.

**Procedures:**

19. The Superintendent shall ensure that central office administrators are evaluated in accordance with this administrative procedure.
20. The Superintendent, or designate, may choose to use a modified performance assessment model to evaluate central office administrator’s in their probationary year or in the first year of a new assignment; with the full appraisal in the second and subsequent years.

21. An administrator who does not meet the performance standards shall be issued a notice of remediation by the evaluator. The remediation plan shall be developed by the Superintendent, or designate, and include items listed in Administrative Procedure 414: Remediation Plans.

22. Following the completion of the remediation plan the administrator will be re-evaluated.

23. The evaluation report shall be placed in the administrator’s personnel file.

24. This administrative procedure does not restrict the Superintendent, or designate, from taking or recommending where required, disciplinary or other action, as appropriate, where the Superintendent, or designate, has reasonable grounds for believing that the actions or practices of an administrator endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school authority; or the Board or the Superintendent from taking any action or exercising any right or power under the School Act.

Reference: AP 414: Remediation Plans
Section 60, 61, 96, 116, 117 School Act