

## ADMINISTRATIVE PROCEDURE

### Personnel and Employee Relations

Principal, Vice Principal and Certificated  
Central Office Leader Supervision, PER #23  
Growth and Evaluation

Revised: October 2024

### Background

The Alberta Legislature, through the Alberta Education Act (Act), has delegated much of its authority for the governance of education to locally elected school boards. Section 52 (1) (a) of the Act provides the Board the authority to, by resolution, authorize any of its employees to do any act or thing or exercise any power that the Board may or is required to do. The Board, having appointed a Superintendent as Chief Executive Officer, has delegated the power to evaluate principals to the Superintendent, or his or her designate. Expectations for Principals, Vice Principals and certificated Central Office Leaders are outlined in the Leadership Quality Standard.

### Contract Status For Principals and Vice-Principals

For Principal and Vice-Principals, a term contract is for a period of one to five years. A continuous contract is deemed to be a continuous designation. As per the current Collective Agreement, Principals and Vice-Principals will be appointed for a five-year term with up to two years of that five-year term on a probationary basis. Following the five-year term, a continuous contract may be issued.

### Procedures for Evaluation

1. The Superintendent, or designate, will supervise and evaluate each Principal, Vice-Principal and certificated Central Office Leader, utilizing the Evaluation Document based on the Leadership Quality Standard.
2. Principals and Vice-Principals will be evaluated in the first year and final year of their term contract.
3. Certificated Central Office Leaders will be supervised and evaluated in their first year.
4. The timelines for the process are:
  - 4.1 Preconference – Due September 30
  - 4.2 Self-Evaluation – Due October 31
  - 4.3 Supervision and Conferencing (October – May) The Superintendent or designate will engage in ongoing conversations, visitations and observations.
  - 4.4 Self-Evaluation Discussion – Due Before December 31
  - 4.5 Final Formal Evaluation – Due May 31
  - 4.6 An alternate timeline will be established for leaders who are not in place at the beginning of the school year.
5. If the evaluation merits an overall rating of “needs improvement”, there are two possible outcomes:
  - 5.1 An improvement plan will be designed by the supervisor, or
  - 5.2 the administrative contract will be terminated, and applicable administrative procedures related to employee management will be implemented.

### **Procedures for Supervision and Enhanced Supervision**

1. The Superintendent or designate provides on-going supervision, advice and counsel to all Principals, Vice-Principal and certificated Central Office Leaders. In addition, a model of Enhanced Supervision will occur every four years for certificated Central Office Leaders and for Principals and Vice-Principals holding continuous contracts.
2. Enhanced Supervision involves an analysis of results, reflection and goal-setting, using the Evaluation Document based on the Leadership Quality Standard.
3. The timelines for the process are:
  - 3.1 Preconference (Due September 30)
  - 3.2 Self-Evaluation (Due October 31)
  - 3.3 Supervision and Conferencing (October – May) The Superintendent or designate will engage in ongoing conversations, visitations and observations.
  - 3.4 Self-Evaluation Discussion – Due Before December 31
  - 3.5 Final Conference – Due May 31