

Code G: Personnel and Employee Relations

POLICY TITLE AND CODE

**PROFESSIONAL STAFF - SUPERVISION, PROFESSIONAL DEVELOPMENT,
AND EVALUATION OF SCHOOL- BASED ADMINISTRATORS**

GEB

STATEMENT OF POLICY

Greater Saskatoon Catholic Schools shall conduct ongoing supervision, professional development, and formal evaluation of school-based administrators.

RATIONALE

Ongoing supervision, professional development, and formal evaluation support the continuous growth and development of the knowledge, skills and attitudes of the leadership and administration of school-based administrators.

AUTHORITY

➤ *The Education Act, Section 174*

GUIDELINES

PROCEDURES

1. With respect to supervision:

- 1.1 The designated Superintendent of Education has the primary responsibility for the supervision of principals;
- 1.2 The principal has the primary responsibility for the supervision of the vice/assistant principal(s);
- 1.3 The supervision of school-based administrators is to include a variety of models and indicators; and
- 1.4 The supervision of principals before the end of their third year of placement at a school shall include systematic feedback from students, staff, parents, and senior level administrators.

2. With respect to professional development:

- 2.1 School-based administrators have the primary responsibility for their professional development and are expected to complete a personal professional development plan on an annual basis;
- 2.2 The designated Superintendent of Education shall meet with school-based administrators to review their professional development plan; and
- 2.3 Greater Saskatoon Catholic Schools will endeavour to provide opportunities for the professional development of school-based administrators and, to that end, the designated Superintendent of Education, in consultation with school-based administrators, will develop a divisional professional development plan for school-based administrators on an annual basis.

3. With respect to formal evaluation:

- 3.1 School-based administrators are to be formally evaluated before the end of the third year of their assignment to a school;
- 3.2 The designated Superintendent of Education has the primary responsibility for the evaluation of school-based administrators;
- 3.3 Performance criteria are to be adapted to the context of the school setting and may include:
 - The Catholic Dimension;
 - Personal Characteristics;
 - Servant Leadership;
 - Student, Staff, and Parent/Community Relationships;
 - Curriculum and Instruction; and
 - Organization and Management.
- 3.4 Systematic feedback from students, staff, parents, and senior level administrators are to be used as part of the evaluation process.
- 3.5 A report is to be completed by the evaluator and discussed with the school-based administrator before it is finalized. The administrator is to be provided with a written copy of the evaluation.
- 3.6 An evaluation may occur at any time at the request of the school-based administrator or the designated Superintendent of Education.
- 3.7 A copy of the evaluation shall be placed in the school-based administrators personnel file.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships
- To assist parents in their Christian responsibility as primary educators of their children
- To provide an identifiable Catholic environment
- To make the school a place of evangelization and pastoral action
- To encourage the development of each person's God-given talents

- To support staff members as witnesses of their faith to students, each other, and the community
- To provide opportunities for each staff member to grow in awareness of the calling to serve

FORMS

School-based Administrators Formal Evaluation Instruments

DATE APPROVED

June 28, 1982

DATE AMENDED

January 24, 1990

June 8, 1994

May 25, 1999

April 2004