

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM: System Review and Evaluation Program</b>	<b>CODE: CAA</b>
<b>LEGAL STATUS: Board Motion #92.13</b>	<b>DATE APPROVED: 10 Jan 00, 08 Apr 13</b>

**Background:** The Prince Albert Roman Catholic Separate School Division believes it is necessary to regularly and systematically monitor/evaluate certain integral elements in the school system. By such monitoring it becomes possible to better plan for enhancement and thereby provide for an ever improving quality of education.

**POLICY:** **The Board of Education is responsible for providing effective leadership in the school division. In order to ensure that this occurs the Board of Education directs the Director of Education to develop processes which are in keeping with Catholic values and which regularly review and evaluate key elements of the school division for the purpose of enhancing the quality of education.**

**Guidelines:** The Director of Education will implement processes to monitor improvement in the following elements using the identified processes:

1. School division – The bi-annual Continuous Improvement Framework and the annual Continuous Improvement Accountability Framework and the annual tabling of Board of Education Annual Reports.
2. School – the annual Learning Improvement Learning Plan.
3. In-school administrators – Committed to Professional Leadership during the first two years in administration and every five years thereafter (refer to Policies GCM and GCMA).
4. Teachers – Enhancing Professional Practice during the first two years of employment on a continuing and/or replacement contract and every five years thereafter (refer to Policies GCN and GCNA).
5. Support Staff – Evaluation of Support Staff – Professional and Paraprofessional during the first year and every five years thereafter (refer to Policy GDN).
6. In-scope Central Office Administrators, Managers and Division support personnel – evaluation the first year and every five years thereafter (refer to Policy GKM).
7. Senior Administration – evaluation the first year and every five years thereafter (refer to Policy GKO).
8. Chief Financial Officer – evaluation the first year and within every four year Board term (refer to Policy AFC).
9. Director of Education – evaluation the first year and within every four year Board term (refer to Policy AFB).

**Procedures:**

1. The multi-year Continuous Improvement Framework is updated annually and reflects ongoing progress. The Continuous Improvement Accountability Framework planning and reporting process is the basis for the annual Accountability Conference. The Continuous Improvement Report to the Ministry is posted on the division website.
2. The school Learning Improvement Plan signed by the principal and the School Community Council Chair is presented to the Board of Education annually and attached to the Accountability Conference Reporting Template.
3. The in-school administrator will be evaluated during the first two years in administration and every five years following the first evaluation. The final report will be placed in the personnel file.
4. Teachers in their first two years of teaching on a continuous and/or replacement contract will be evaluated by a member or the Director or designate. Thereafter, teachers will be evaluated every five years by an in-school administrator. The final report will be placed in the personnel file.
5. Support staff (professional and paraprofessional) will be evaluated after 3, 6, and 9 months of their first full year of employment with the school division by the in-school administrator in consultation with the senior administration responsible for the area. The final report will be placed in the personnel file.
6. In-scope Central Office administrators, managers and division support personnel will be evaluated by the Senior Administration member acting as the direct supervisor. An evaluation will occur the first year in the position and every five years thereafter. The final report is presented to the Director and will be placed in the personnel file.
7. Senior Administration will be evaluated by the Director of Education the first year in the position and every five years thereafter. The results of the evaluation will be presented to the Board and the final report placed in the personnel file.
8. The Chief Financial Officer will be evaluated by the Director of Education within the first year of employment and once during every four year term of a new Board of Education. The results of the evaluation will be presented to the Board and the final report placed in the personnel file.
9. The Director of Education will be evaluated by the Board of Education within the first year of employment and once during every four year term of a new Board of Education. The results of the evaluation will be presented to the Board and the final report placed in the personnel file.