

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Evaluation of In-scope Catholic Education Centre Administrators, Managers, and Division Support Personnel	CODE: GKM
LEGAL STATUS: Board Motion #93.13	DATE APPROVED: 08 Apr 13

- Background:** The academic and spiritual success of Catholic schools is greatly influenced by the administrative skill, educational expertise, and core values of the In-Scope Catholic Education Center Administrators and Division Support Personnel. Division level leadership and support is fundamental to optimizing student learning and nurturing spiritual growth. Supporting the development of effective leadership skills throughout the individual's career will assist with growth related needs, resulting in a division with enhanced student outcomes in the process of fulfilling the school division's mission. The evaluation process is based on the assumption that there is a desire on the part of the individual for continual professional growth. It recognizes that feedback is needed to develop flexibility, adaptability and versatility. It increases individual professional effectiveness as a result of greater understanding of expectations.
- POLICY:** **The Board of Education through the Director of Education is committed to fostering professional leadership and growth. The evaluation of In-scope Catholic Education Centre Administrators, Managers and Division Support Personnel process will ensure quality and strengthen the distinctive Catholic leadership in Prince Albert Catholic School Division.**
- Guidelines:**
1. The Director of Education shall ensure this policy is applied with respect, love, confidentiality, objectivity and consistency. He/she shall ensure supervisors act ethically and fairly. Further, he/she shall ensure insofar as possible, the accuracy, validity and reliability of the observations which are made.
 2. The evaluation of the In-scope Central Office Administrators will be based on six domains: Distinctive Catholic Leadership, Instructional Leadership, Management Leadership, Shared Leadership, Continuous Improvement Leadership, and Moral, Ethical and Legal Leadership (Appendix A).
 3. The evaluation of the Managers and Division support personnel will be based on their respective job descriptions.
 4. The evaluations will be conducted by the individual's direct supervisor. When not directly supervised by a Senior Administrator, the Senior Administrator responsible for the area of work will be consulted in the process.

5. The supervisor will conduct the evaluation process with the individual in the first year in the position and every five years thereafter.
6. The immediate supervisor may consult with in-school administrators and others familiar with the individual's work.
7. The supervisor will prepare a written report for the individual by May 15 of the evaluation year. He/she will report the results of the evaluations to the Director of Education, along with any recommendations by May 30. This report will be placed in the individual's personnel file.
8. STF members who encounter difficulty will follow the procedure outlined in Policy GCNA. Removal of administrative duties will follow the Formal Improvement Plan process outlined in Policy GCM.
9. Non-STF members who encounter difficulty will have contract conditions applied.