

## **Administrative Procedure 431 – Appendix A**

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### **Appendix A - EVALUATION OF THE PRINCIPAL**

#### **Background**

In a spirit of stakeholder feedback and professional reflection, Principals will be evaluated in accordance with Administrative Procedure 430 – Role of the Principal and Administrative Procedure 431 – Principal Professional Growth, Supervision, and Evaluation when:

- New to the position;
- New to the school;
- At the request of the Superintendent;
- At the request of the Principal.

#### **Procedures**

1. The evaluation, designed to promote professional growth and to make contractual decisions, will include the following guidelines:
  - 1.1 School Narrative – The Principal will complete a one (1) page overview of the school highlighting the demographics, unique characteristics, and major initiatives;
  - 1.2 Leadership Quality Standard – The Principal will complete a self-evaluation on each of the nine (9) Leadership Quality Standards (LQS).
  - 1.3 Parent/School Council Feedback – The Principal and the evaluator will identify ten (10) parents who are representative of the parent community and will be interviewed by the evaluator. The principal will contact the parents and obtain their permission for the evaluator to contact them to provide feedback about the principal's work with parents. The evaluator will conduct the parent interviews by phone, online meeting, or in-person meeting at the school based on the parents' preferences. Additional interviews may be scheduled at the discretion of the evaluator.
  - 1.4 Teacher/Staff Feedback – The Principal and the evaluator will identify ten (10) staff members who are representative of the school staff who will be interviewed by the evaluator. Additional interviews may be scheduled at the discretion of the evaluator. The following process will be used:
    - 1.4.1 The principal, in collaboration with the evaluator, will schedule time for the staff interviews to occur in February or March.
    - 1.4.2 Staff will be asked questions that address evidence of the 9 competencies of the Leadership Quality Standard.
    - 1.4.3 Black Gold will pay for a sub to release staff members to attend the interviews, if required.
    - 1.4.4 The evaluator will complete a one-page summary of the themes and the trends that emerge from the interviews and this will be shared with the principal. The principal will be asked for their perceptions and actions plans related to the themes and trends.

- 1.5 Principal Evaluation Summary Report – The Summary Report will be completed by the Superintendent or designate.
2. Informal Observation/School visits by the Associate Superintendent, Human Resources and Administration will take the following forms: observations of the Principal's interactions with others, of programs, of Principal-led staff professional development, staff meetings, School Council meetings, school assemblies, school newsletters/social media accounts, and shadowing of the Principal
3. The original evaluation is to be given to the Principal, and a copy forwarded to the Associate Superintendent of Human Resources and Administration for inclusion in the Principal's Human Resource file.

Reference: Section 33, 52, 53, 197, 202, 203, 204, 222 Education Act  
Leadership Quality Standards  
School Leadership Framework  
Collective Agreement  
Administrative Procedure 430 – Role of the Principal  
Administrative Procedure 431- Principal Professional Growth Supervision and Evaluation

Form 431-1 Leadership Quality Standard - Self Evaluation  
431-2 Parent/School Council Feedback Questions  
431-3 Parent/School Council Feedback Interview Summary Themes and Trends  
431-4 Teacher/Staff Interview Questions  
431-5 Teacher/Staff Interview Summary Themes and Trends  
431-6 Principal Evaluation Report