

Administrative Procedure 431

SUPERVISION AND EVALUATION OF DIVISION ADMINISTRATORS

Background

Supervision of the performance of Division administrators, including the dimensions of growth and evaluation, aims at ensuring that the quality of education offered to Division students is “optimal” and that administrators continuously seek to improve the quality of programs and instruction offered in the Division.

Procedures

1. The Superintendent has full authority to establish and maintain appropriate procedures for supervising and evaluating the performance of all Division administrators.
2. All documents arising out of the performance appraisal process shall be held in confidence by the administrator, his/her supervisor, and the Superintendent and shall be retained in the Division Office.
3. Access to administrative performance appraisal documents and reports shall be limited to the administrator, his/her supervisor, and the Superintendent with the sole exception that the Board may, through a formally approved resolution, access the file for review purposes provided that the administrator is advised in advance of the request for Board review.
4. Where the Superintendent has reason to believe that the actions of an administrator constitute a danger to the safety of a student or students, a neglect of duty, a breach of trust, or refusal to obey a lawful order of the Board, the Superintendent, following consultation with the Board Chair and subject to the provision of Alberta Statutes, may take disciplinary action apart from the provisions of these procedures.
5. The purposes, beliefs, performance components, and procedures associated with administrator performance are expressed in the Division’s Administrative Personnel Performance Appraisal Procedures Manual (Appendix).

Reference: Section 33, 52, 53, 197, 202, 203, 204, 222 Education Act
Freedom of Information and Protection of privacy Act
Employment Standards Code
Labour Relations Code
Personal Information Protection Act
Alberta Education Leadership Quality Standard
Certification of Teachers and Teacher Leaders Regulation 084/2019
Practice Review of Teachers and Teacher Leaders Regulation 092/2019
Collective Agreement

Administrative Procedure 421 – Appendix

**TEACHER GROWTH, SUPERVISION AND
EVALUATION MANUAL**



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