

Administrative Procedure 432 – Appendix

Appendix - EVALUATION OF THE ASSISTANT PRINCIPAL

Background

To ensure that Assistant Principal effectiveness receives ongoing support and attention, Assistant Principal performance will be evaluated according to the Administrative Procedure 432 – Role of the Assistant Principal.

Procedures

1. Principals are responsible for the effective supervision and evaluation of Assistant Principals under temporary, probationary, or continuous contract:
 - 1.1 To determine contract status and decision-making
 - 1.2 New to the position
 - 1.3 New to the school
 - 1.4 At the request of the Superintendent
 - 1.5 At the request of the Assistant Principal
2. The evaluation, designed to promote professional growth and to make contractual decisions, will include the following guidelines:
 - 2.1 School Narrative – completed by the Assistant Principal; one (1) page overview of the school demographics, unique characteristics, and major initiatives
 - 2.2 Principal/Assistant Principal Self-Evaluation Form – completed by the Assistant Principal
 - 2.3 Professional Growth Plan – completed by the Assistant Principal
 - 2.4 Job Description – completed by the Assistant Principal
 - 2.5 Feedback Questionnaires:
 - 2.5.1 Teacher/Staff Feedback Questionnaire – All school staff will complete this form. The questions address the seven (7) dimensions of the Principal Quality Practice Guidelines (PQPG). The Assistant Principal will identify the location of the on-line questionnaire and the deadline for completion at the March Staff meeting, print the completed questionnaires, forward a copy of the completed questionnaires to the Associate Superintendent, Human Resources and Administration, summarize the data using the Teacher/Staff Feedback Questionnaire Summary Form and review the data with the Principal at the end of the evaluation cycle.
 - 2.6 Assistant Principal Evaluation Summary Report – completed by the Principal and submitted, along with a recommendation to the Superintendent or designate.

3. The original evaluation is to be given to the Assistant Principal, and a copy forwarded to the Associate Superintendent, Human Resources and Administration for inclusion in the Assistant Principal's Human Resource file.

Reference: Section 19, 20, 60, 61, 95, 96, 113 School Act
Principal Quality Practice Guideline
School Leadership Framework
Collective Agreement

Form: Principal/Assistant Principal Self-Evaluation Form
Professional Growth Plan
Teacher/Staff Feedback Questionnaire
Teacher/Staff Feedback Questionnaire Summary Form
Assistant Principal Evaluation Summary Report
Administrative Procedure 432 – Role of the Assistant Principal