

ROLLING RIVER SCHOOL DIVISION REGULATION

Evaluation Procedure for Principals / Vice Principals

AFC/R

The role description of principals/vice principals shall serve as a guide in the evaluation of principals. The following steps will be taken in the evaluation process:

1. Goals and Expectations

During September of each school year, the Superintendent will hold a meeting with each principal to establish goals and expectations for the coming school year. These goals and expectations will be a combination of the principal's personal and professional growth, school planning and role expectations of the principal. (As per AFC)

2. Monitoring and Evaluation

During the course of the school year it will be the responsibility of the Superintendents to monitor and evaluate the progress that principals are making towards the attainment of the established goals. In addition, the Superintendents will provide ongoing supervision of principals on their general performance in fulfilling their role. The Board will be provided with a summary of principals' evaluation during June.

3. Annual Progress Report

By the end of June, principals will be provided with a report which will outline progress towards identified goals and general performance.

4. Evaluation of Vice-Principal

The evaluation of the vice-principal shall be the responsibility of the principal since the vice-principal is, in all administrative matters, directly responsible to the principal. The superintendents will work closely with the principals in this process.

5. Evaluation Process

- A. Principals/Vice Principals New to a Position - New principals/vice-principals will be formally evaluated for the first year. Written reports will be provided in December and April with reports to the Board in January and May. A principals'/vice-principals' first year is a probationary year.
- B. At Risk - Principals/Vice Principals who are deemed to be "at risk" of satisfactory performance will be notified in writing of specific concerns and then placed on formal evaluation. The formal evaluation process will include specific goals along with reasonable time lines for improvement.

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Date Adopted: November 26, 1998

Revised Date: September 8, 2005