

**EVALUATION OF  
SCHOOL ADMINISTRATORS - REGULATION**

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**(1) Overview**

- (a) All school administrators will be evaluated on their performance on a five (5) year cycle.
- (b) Newly appointed principals and vice-principals will participate in a two (2) year process that includes the interim performance assessment process.
- (c) The evaluation process of principals will be conducted by the assistant superintendent of human resources.
- (d) The evaluation process of vice-principals will be conducted by the administrator's principal.
- (e) The human resources department will generate a listing of individuals requiring an evaluation during the month of September and provide notification to the identified evaluator.
- (f) Evaluation reports, interim and summative, will be completed by June 30<sup>th</sup> of the current school year.

**(2) Interim Performance Assessment Process**

- (a) The interim process is used with a school administrator who is in their first year as a principal or as a vice-principal.
- (b) The school administrator will be notified by the evaluator that the interim performance assessment process will be undertaken during the course of the school year.
- (c) The elements of the interim report process will be directly connected to Policy GCOCA – Evaluation of School Administrators and follow the outline provided by GCOCA-E2 – Form for Interim Evaluation of School Administrators.
- (d) The evaluator will delineate the areas to be reviewed through the process with the school administrator.
- (e) A written performance assessment report will be reviewed with and signed by the school administrator prior to June 30<sup>th</sup> of the current school year.
- (f) A copy of the final interim performance assessment report will be provided to the school administrator and placed in the school administrator's file.

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- (g) The interim performance assessment evaluation will be used as the foundation for the second year summative performance process.
- (h) The comprehensive summative performance assessment process will be completed with the school administrator during their second year in the assignment.

**3. Summative Performance Assessment Process**

- (a) The school administrator will be notified by the evaluator that the summative performance assessment process will be undertaken during the course of the school year.
- (b) The elements of the summative report process will be directly connected to policy GCOCA – Evaluation of School Administrators and follow the outline provided by GCOCA-E1 Form for Evaluation of School Administrators.
- (c) The evaluator will delineate the areas to be reviewed through the process with the school administrator.
- (d) The summative performance assessment conducted with principals will include staff feedback and responses to an online staff survey regarding the principal's performance.
- (e) Principals evaluating a vice-principal may use an online staff survey during the summative performance assessment process.
- (f) The evaluator will meet with the school administrator's staff to provide an overview of the summative assessment process, the staff survey to be completed and invite the staff's participation in the process.
- (g) The staff survey will be administered through an on-line link provided to the school administrator by the evaluator.
- (h) A copy of the staff results summary will be provided to the school administrator by the evaluator.
- (i) Staff survey results will be used by the evaluator in conjunction with data and observations derived from the implementation of GCOCA-E1 Form for Evaluation of School Administrators.
- (j) A written performance assessment report will be reviewed with and signed by the school administrator prior to June 30<sup>th</sup> of the current school year.

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- (k) A copy of the final summative performance assessment report will be provided to the school administrator and placed in the school administrator's file.

**4. Special Requests for the Completion of the Summative Performance Assessment Process**

- (a) School administrators may request the completion of a summative performance assessment at any time.
- (b) The superintendent may initiate a summative performance evaluation of a school administrator at any time.

Effective Date:	October 7, 2003	Review Date:
Amended Date:	December 20, 2011; September 18, 2018	
Board Motion(s):	505/03;397/11; 194/18	
Legal/Cross Reference:	GCOCA-Evaluation of School Administrators; GCOCA- E1/E2 -Form for Interim/Evaluation	