

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**307
POLICY
Supervision and Evaluation of Administrative Officers**

The Superintendent shall be responsible for developing and implementing a process and procedures for the continuous supervision and periodic evaluation of administrative officers. There will be a clear separation of supervision which is a continuous process focusing on the professional growth of administrators and evaluation which is a single event providing for accountability and assesses the competence of administrators where there is a need to do so.

In the case of principals, the responsibility for acting as a formal supervisor and evaluator rests with the Zone Assistant Superintendent; in the case of vice principals the responsibility normally rests with the principal, but consideration can be given to having another administrator evaluate.

Supervision: Supervision shall emphasize a continuous supportive relationship between the supervisor and relevant administrative officers and among administrative peer partners or colleagues.

Evaluation: Evaluation shall be carried out when an administrative officer is in a probationary appointment, where cause for concern in performance has arisen with respect to an administrative officer or when requested by the administrator. In cases where there is cause for concern, the supervisor and administrator should be informed three months in advance to determine a mutually agreeable time for starting the evaluation process and the duration of the cycle.

Evaluation shall be carried out using the Criteria for Administrator Evaluation as appended to this Policy and Regulation. These criteria shall be regularly reviewed by the Board, with opportunities provided for administrative officer input and consultation.

Opportunities for the involvement and input of the administrator being evaluated during the evaluation process shall be provided by the evaluator.

Cross Refs: *School Act/Regulations*

Adopted: June 8, 1993
Reviewed: July 15, 1997
Revised: April 12, 1994