

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

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**307.1  
ADMINISTRATIVE REGULATION  
Supervision and Evaluation of Administrative Officers**

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**Underlying Principles for Administrators Supervision and Evaluation:**

1. Each administrator needs to take responsibility for identifying his/her own strengths and goals for improvement.
2. Growth and improvement can be facilitated by the involvement of a peer partner(s).
3. The primary role of the administrator's supervisor is an enabling process of continuous support and coaching.
4. Formal evaluation for the purposes of accountability will be limited to beginning administrators in their probationary period as defined in the letter of appointment, to administrators for whom there is concern regarding their effectiveness and/or when administrators request a formal evaluation.
5. The criteria statements for supervision and evaluation shall be the respective reference points for supervision and evaluation.

**Supervision Process and Content:**

1. The Criteria for Administrator/Supervision shall be prime reference point for supporting the growth and effectiveness of the administrator, in concert with the peer partner(s) and supervisor.
2. The supervisory process shall be non-judgmental, non-evaluative, supportive and encouraging.
3. Annually, before September 30 of each school year, each administrator shall prepare a written plan for growth and improvement.
4. The administrator will choose 1 or 2 peer partners on a voluntary basis with whom the growth plan will be reviewed. The role of the peer partner(s) will be that of support and sharing.

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Cross Refs: *School Act* and Regulations, Leadership for a New Era

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Reviewed: July 15, 1997  
Revised: April 12, 1994

5. The administrator will subsequently review the growth plan with his/her immediate supervisor. The role of the supervisor will be to approve the plan and together with the administrator identify ways in which the supervisor can provide support and assistance.
6. It is expected that there would be regular and frequent discussions between the administrator and the peer partner(s) as well as the administrator and his/her supervisor, with the focus of these meetings being the progress of the growth plan.
7. At mid-year and the end of June each year the administrator and his supervisor shall review the progress of the administrators' growth plan. At the June review the administrator and supervisor shall agree on items to be carried forward into the next year's annual plan.

**Evaluation Process and Content:**

1. The criteria for Administrator Evaluation shall be the frame of reference for the evaluation of the administrator, along with the pertinent sections of the *School Act* and Regulation, School Board policies and regulations and other items agreed upon by the evaluator and the administrator.
2. Self-evaluation by the administrator is recommended as a starting point in the evaluation process.
3. All new administrators in the first year of their appointment to the school district are on probation and shall be required to participate in an evaluation. In addition, any administrator may be required to participate in an evaluation where concerns exist regarding their performance by the administrator's supervisor(s) or the Board. Administrators may request an evaluation be completed at the discretion of the Superintendent.
4. The process of evaluation shall normally comprise the following:
  - a. The supervisor/evaluator and the administrator to be evaluated should meet to discuss the evaluation including the criteria and procedures.
  - b. The supervisor/evaluator in collecting data may use a combination of the following: direct observation, self-evaluation by the administrator, and survey/interview of an appropriate sampling of staff and parents and, where mutually agreeable, appropriate students.
  - c. The data shall be reviewed by the evaluator with the administrator prior to the report being written.
  - d. The evaluation report shall include a plan for growth.

- e. The administrator being evaluated will have an opportunity to comment on the report before it is written and attach written comments to the report after it is written.
- f. The evaluation report will be reviewed by the Superintendent prior to inclusion in the administrator's personnel file.
- g. As a result of the evaluation report, the superintendent may make a number of alternative decisions which could include:
  - i) renewal or non-renewal of the administrator's employment contract
  - ii) reassignment to a different administrative position
  - iii) reassignment to a teaching position
  - iv) termination of the employment contract
  - v) further district support and assistance
  - vi) no further action
  - vii) a new plan for growth and/or remediation to be initiated by the administrator
- h. In the event of non-renewal, termination or reassignment, the provisions of the administrator's employment contract shall be observed.
- i. Consideration will be given within the evaluation process to information that arises from the accreditation process.
- j. In a situation where a vice-principal has concerns regarding the supervising principal writing a report, consideration may be given to another administrator conducting the evaluation cycle and writing the report.