

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

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**307**

**POLICY**

**Supervision and Evaluation of Principals and Vice Principals**

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The Superintendent shall be responsible for developing and implementing a process and procedures for the continuous supervision and periodic evaluation of principals and vice principals. There will be a clear separation of supervision, which is a continuous process focusing on the professional growth of principals and vice principals, and evaluation, a process providing for accountability and assessing the competence of principals and vice principals as need arises.

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

**Supervision:** Supervision shall emphasize a continuous supportive relationship between the supervisor and relevant principals and vice principals, and among principal and vice principal peer partners or colleagues.

**Evaluation:** Evaluation shall be carried out when principals and vice principal are in a probationary appointment, where cause for concern in performance has arisen with respect to a principal and vice principal, or when requested by the principal or vice principal. In cases where there is cause for concern, the supervisor and principal or vice principal 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 Principal/Vice Principal Performance Appraisal Template. The Template shall be regularly reviewed by the Board, with opportunities provided for principal and vice principal input and consultation.

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

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Cross Refs: *School Act/Regulations*

Adopted: June 8, 1993  
Reviewed: July 15, 1997  
Revised: April 12, 1994, May 28, 2019