



PRSD believes that vice-principals have a professional obligation to continuously be involved in a professional growth process and to demonstrate that professional growth through a formal evaluation process.

Vice Principal Evaluations

Vice-Principal evaluations have three purposes:

- To develop and maintain the best possible learning environment in the school in relation to the educational goals and philosophies of Prairie Rose School Division
- To promote professional growth and to enhance instructional leadership and school administration skills
- To make decisions about continued administrative designation/appointment; reassignment/transfer, or termination of administrative assignment

Frequency of Evaluations

Supervision and evaluation of vice-principals is an on-going process conducted by the principal. Observations and recommendations may be shared with the vice-principal both verbally and/or in writing.

Evaluations shall occur during the first year of administrative designation appointment and every fourth year thereafter, or as requested by the vice-principal, principal or Superintendent/CEO.

Evaluation Notification: Purpose and Procedures

Prior to the evaluation process, the principal will meet with the vice-principal to present the performance criteria and procedures, review the reporting template, and set tentative timelines.

Data Collection

Vice-Principal evaluations will be completed using a variety of data collection processes. These include:

- General observation of the vice-principal
- Formal/informal conversations with the vice-principal
- Review of annual professional growth plans, school instructional plans, and other school/divisional documents
- Feedback from senior administration personnel

Professional Growth Plans

The professional growth plan is an annual document that is designed to foster the vice-principal's professional growth and effectiveness of instructional leadership to enhance student learning.

Professional growth plans are expected to focus on performance areas of school leadership as per PRSD job descriptions. These focus areas include:



- School Leadership
- Management
- Positive and Safe School Culture
- Student Learning – Achievement and Engagement
- Professionalism
- Communication
- Personnel

Professional growth plans are also expected to demonstrate some relationship to the PRSD's strategic plan and divisional priorities.

Guidelines for professional growth plans are as follows:

- Vice-Principals will develop a professional growth plan each year.
- Vice-Principals professional growth plans will be submitted to the Superintendent/CEO or designate by October 15 with the principal's submission of the school's professional growth plans.
- Vice-Principals will meet a minimum of 2 times each year with the principal review and report progress towards the stated goals by April 30th of each school year.

Components of a professional growth plan may include but are not limited to:

- Self-directed professional development
- Group directed professional growth development
- Action research
- Post-secondary work
- Serving on educational/leadership committees – community, divisional, and provincial
- Leading and/or directing professional development sessions

Evaluation Report

The evaluation report will be written utilizing a divisional template that references the following seven main areas:

- School Leadership
- Management
- Positive and Safe School Culture
- Student Learning – Achievement and Engagement
- Professionalism
- Communication
- Personnel

The evaluation report, written by the principal, will include commendations and recommendations and/or directions for growth and improvement.



Based on the conclusions of this report, the Superintendent/CEO or designate will declare one of the following:

- Continuation of the current administrative designation
- Continuation of evaluation – Focused Evaluation

Focused Evaluative Track

The Focused Evaluation Track will be designed to correct or improve unsatisfactory performance.

- Identification of specific areas of unsatisfactory performance; referencing the vice-principal evaluation report
- Specific description of the improvements/s expected
- Identification of resources and supports available to the vice-principal to assist in improving performance
- Identification of a reasonable time period for the vice-principal to show sufficient improvement

At the conclusion of this report, Superintendent/CEO will declare one of the following:

- Continuation of the current administrative designation
- Termination of administrative designation

Vice Principal Evaluation Appeal Process

Appeal process and timelines for the focused evaluation track report is set as follows:

- Vice Principal shall first appeal to the Superintendent/CEO within one week of receiving his/her report.
- If the vice principal is not satisfied with the Superintendent/CEO's review, he/she may appeal to the Board within two weeks of concluding his/her appeal to the Superintendent/CEO.