

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

POLICY 512: ADMINISTRATOR GROWTH, SUPERVISION AND EVALUATION

BACKGROUND

School and Division administrators play a key leadership role in ensuring that all students are provided a safe, caring, and optimal learning environment. They are to collaboratively create a school and workplace culture that reflects the vision, mission, beliefs, and values of the Division.

POLICY

The Board of Trustees expects division administrators to engage in professional learning to meet the Leadership Quality Standard competencies and Division policies, when carrying out their administration, supervision, and evaluation responsibilities. The Board believes that this process:

- is dynamic and ongoing.
- enhances and improves student learning.
- supports, nurtures, encourages, and improves administrative performance.
- facilitates professional growth and development among administrators.
- ensures that highly effective administration practices are employed in the Division.
- ensures the appropriateness of administrative appointments.

GUIDELINES

1. This policy shall apply to all division administrators employed under continuing, term, acting and probationary contracts.
2. Division administrators will develop, submit, and implement a Generative Dialogue question or and Generative Dialogue question and professional growth annually by October 31.
3. The Superintendent will initiate an evaluation or investigation if she/he has observed or has reason to believe that the administrative practice or conduct of an administrator does not meet the Leadership Quality Standard, endangers the safety of students, constitutes a neglect of duty, is a breach of trust or a refusal to obey a lawful order of the Board.
4. The superintendent or designate will engage in a supervision or evaluation process:
 - 4.1 By the written request of the administrator.
 - 4.2 For the purpose of gathering information related to a specific employment decision.
 - 4.3 For assessing the performance of the administrator in specific areas of practice.

- 4.4 There are reasonable grounds to believe that the performance or conduct of an administrator does not meet the requirements of the Leadership Quality Standard.

REFERENCES

[512 AP 001 – Administrator Growth, Supervision and Evaluation](#)

[512 E 001 – Administrator Effective Practice Framework](#)

Teacher/Administrator Growth, Supervision and Evaluation Handbook

Education Act

Leadership Quality Standard (LQS)

Approved: November 15, 2016

Revised: November 29, 2022

