

Administrative Procedure 486 – PRINCIPALS - Appendix A

Accountability Tool Kit

- a. Annual written feedback to each principal based on template based on the principals job description, based on evidence, contains commendations, considerations and/or directions
- b. When events take place which constitute a breach of behavioural expectations progressive discipline or other summative disciplinary actions may be employed.
- c. When events take place that constitute exemplary behaviour or results, celebration or recognition will be provided.
- d. Level 2 evaluations may be initiated by the superintendent when there are continuing issues or concerns identified in a level one evaluation
- e. Increase clarity of expectations direction will be provided through the Superintendents meetings.
- f. Increase opportunity for appropriate feedback through the LAC.
- g. School org report form developed for each school to document allocation and assignment of professional staff will be reviewed by Superintendent or designate
- h. September 30 enrolment reports reviewed by Superintendent or designate
- i. Semi-annual school based accountability meetings to be held with the superintendent or designate (Fall normally October review of enrolments, staffing assignments, staff to be evaluated, budget adjustments, and other identified deliverables. Spring normally April accountability for staff evaluation and summative staff decisions, teacher growth plans or Program of Assistance, central office annual evaluations of principals, administrative designation decisions and other identified deliverables.)
<Setup them up for success, catch them doing it and affirm them for it>
- j. Applied professional development will be provided as part of the superintendents meetings and as required