



<b>NAME:</b> 08.15.01.01 ADMINISTRATIVE SUPPORT TEAM EVALUATION GUIDELINES	<b>VERSION:</b> 1
<b>ADOPTED</b> SEPTEMBER 12, 2006	<b>REVIEW:</b> 2014-2015

REVIEW EVERY 5 YEARS

### **PURPOSE**

The purpose of these evaluations is to assist the principal in becoming more effective in his leadership role in the school and in the community. Their aim is to give personal help and advice to a principal, not to do an in-depth assessment of his work.

### **METHOD**

Beforehand, the principal will complete a questionnaire that will allow the evaluator to focus his visit on those areas that the principal believes to need attention or discussion. The evaluator will visit the school for one day, preferably during a day that the principal divides between teaching and administrative duties. The evaluator will do some or all of the following: observe the general operation of the school (logistics, use of facilities, administrative efficiency, tone established by principal); visit the principal's classroom; talk to some teachers and students about how they view the principal's leadership; consider how curricular planning, evaluation, and the promotion of professional growth are carried out; visit a teacher's classroom with the principal (and possibly attend the subsequent principal-teacher conference) to be able to assess the teacher supervision and evaluation program. A large part of the visit will consist of a discussion of the evaluator's observations and the points raised by the principal, either on the questionnaire or orally.