

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Principal Supervision and Evaluation Schedule**

EFFECTIVE DATE: **October 9, 2003**

SUPERSEDES: March 12, 1997

CROSS REFERENCE:

PAGE: 1 of 10

The regular supervision and evaluation of principals will adhere to the following guidelines. Directors will be designated responsibilities for assigned families of schools.

1. Annual Principal's Letter

- (a) Each principal shall prepare and submit to the designated director a Principal's Letter similar to or as outlined in Schedule A.

2. Administrative Development Cycle

- (a) Every three years an evaluation report will be prepared for each principal and placed in the principal's personal record file.
- (b) In the designated year, the designated director will meet with each principal who is scheduled for a report. This meeting will allow the supervisor and principal to set a schedule for data collection. At a mutually-agreed time, the designated director will conduct a survey of staff as outlined in Schedule B. After consultation with the principal, a sample of parent responses should be collected as outlined in Schedule C.
- (c) In the reporting year, the designated director shall prepare a report based upon meetings, data collected, and principal input to submit to the principal's personal record file.

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Schedule A:

Principal's Letter

Name: _____ School Year: _____

Position: _____ Supervisor: _____

Please summarize your planned initiatives in each of the following areas over this school year. If you wish to expand of any of these areas, attach comments.

1. Curriculum and Instruction (student benefits):

2. Staff Supervision and Development:

3. Parent and Community Involvement (School Council):

4. Personal and Professional Development:

5. Operational management (property, transportation, finance/budget):

6. Impact of above areas on School Improvement Plan:

7. Other:

Schedule: B: Principal Effectiveness Survey
Staff Survey

Please complete the survey by circling the appropriate number corresponding to the following scale. Feel free to provide examples or comments on any items listed below.
SD = Strongly Disagree, D = Disagree, UD = Undecided A = Agree, SA = Strongly Agree

	SD	D	UD	A	SA
1. The principal is effective in motivating staff to do their best.	1	2	3	4	5
2. The principal accepts responsibility for the operation of the school.	1	2	3	4	5
3. The principal sets high expectations for student learning.	1	2	3	4	5
4. The principal strives to ensure that the school is a safe and secure place for students and staff.	1	2	3	4	5
5. The principal has a clear idea of what this school should be doing for students.	1	2	3	4	5
6. The principal often praises staff for their contributions to the school.	1	2	3	4	5
7. The school principal encourages a friendly atmosphere.	1	2	3	4	5
8. The principal exercises strong leadership in this school.	1	2	3	4	5

		SD	D	UD	A	SA
9. The principal keeps staff informed of current school, District and provincial issues and initiatives.	1	2	3	4	5	
10. The principal provides a forum for staff input in the decision-making process.		1	2	3	4	5
11. The school principal encourages a positive learning climate.		1	2	3	4	5
12. The principal makes the best use of available budgets to provide resources for students and staff	1	2	3	4	5	
13. The principal is available and willing to assist staff when appropriate.		1	2	3	4	5
14. Discipline is handled in a firm and consistent manner..		1	2	3	4	5
15. School rules and regulations are fair.	1	2	3	4	5	
16. Students are encouraged to succeed in their classes.		1	2	3	4	5
17. Students get along well in this school.		1	2	3	4	5
18. Most students seem to enjoy school.	1	2	3	4	5	

		SD	D	UD	A	SA
19. Parents(s) are interested in how students do at school.		1	2	3	4	5
20. Parents are kept informed of school issues and events.	1	2	3	4	5	
21. Parents are encouraged to communicate their views on a school policy or related issues.		1	2	3	4	5
22. On the whole, students are recognized and rewarded for good work in this school.	1	2	3	4	5	
23. The principal often praises students for contributions to the school.		1	2	3	4	5
24. Parents feel welcome and are encouraged to visit the school.	1	2	3	4	5	
25. What strengths do you think this principal brings to his/her role?						

26. What areas of your principal's performance may need improvement?

27. Additional comments.

Name: _____ Date: _____
(Optional) (Please print)

Schedule C:**Parent Response on Quality of Education at _____**

Name of School

We would like to know what you think about your school. Please complete each item by circling the appropriate number corresponding to the following scale:

SD = Strongly Disagree, D = Disagree, UD = Undecided, A = Agree, SA = Strongly Agree

*Note: We appreciate that you may have had different experiences with different grade levels, subjects, individual teachers, etc. However, when responding to each item, we ask that you provide an overall assessment of your school. Should you wish to comment specifically on any item, you are invited to do so in the written section of this Opinionnaire.

	SD	D	UD	A	SA
The school sets high expectations for student learning.	1	2	3	4	5
Our son or daughter enjoys the school.	1	2	3	4	5
This school has a friendly atmosphere.	1	2	3	4	5
School rules and regulations are fair.	1	2	3	4	5
Discipline is handled in a firm and consistent manner.	1	2	3	4	5
On the whole, homework assignments are reasonable and fair.	1	2	3	4	5
I am satisfied with the school facility.	1	2	3	4	5
I am satisfied with the school grounds.	1	2	3	4	5
School staff are readily available to parents when they want to see them.	1	2	3	4	5
School Spirit is positive.	1	2	3	4	5

	SD	D	UD	A	SA
Parents are actively encouraged to become involved in the life of the school.	1	2	3	4	5
The leadership in this school is effective.	1	2	3	4	5
I am satisfied with the reporting of student progress at this school.	1	2	3	4	5
I am satisfied that the school is a safe and caring place.	1	2	3	4	5
I am satisfied with the school's response to a problem or concern.	1	2	3	4	5
I am satisfied with the opportunities for extra-curricular activities for my son / daughter.	1	2	3	4	5
I am satisfied that the staff demonstrates concern for my son / daughter.	1	2	3	4	5
I am satisfied with the quality of education my son / daughter receives.	1	2	3	4	5

GENERAL

A. What are the strengths of this school?

B. What are the areas in which this school needs to improve?

C. Please add any additional comments you wish to make about this school: