

## **Administrative Procedure 445**

### **Human Resources**

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# **ADMINISTRATOR GROWTH, SUPERVISION AND EVALUATION**

### **BACKGROUND**

Westmount Charter School (WCS) is committed to high-quality leadership that promotes excellence in teaching, learning, and student well-being. Effective school leadership is essential to achieving the Charter's goals, supporting gifted learners, and sustaining a positive, collaborative school culture.

This Administrative Procedure aligns with the *Education Act* and Alberta's *Leadership Quality Standard (LQS)*. It establishes a consistent, fair, and growth-focused framework for the professional learning, supervision, and evaluation of Principals and Assistant Principals. The purpose of this framework is to support continuous improvement in leadership practice, ensure accountability to provincial standards, and promote conditions that optimize student success.

### **PURPOSE**

1. The purpose of this Administrative Procedure is to:
  - 1.1. Support the ongoing professional growth of school administrators;
  - 1.2. Ensure leadership practices align with Alberta's *Leadership Quality Standard*;
  - 1.3. Provide a transparent and consistent process for supervision and evaluation; and
  - 1.4. Ensure high-quality leadership that advances student learning, well-being, and Westmount Charter School's goals.

### **PRINCIPLES**

2. Administrator growth, supervision, and evaluation at Westmount Charter School are guided by the following principles:
  - 2.1. Leadership development is a continuous, career-long process;
  - 2.2. Professional growth and evaluation are distinct but complementary;
  - 2.3. Evidence-informed practice supports improvement;
  - 2.4. Fairness, transparency, and due process are essential; and
  - 2.5. Strong leadership is foundational to student success and staff well-being.

### **DEFINITIONS**

For the purposes of this Administrative Procedure, the following definitions apply:

<b>Administrator</b>	A Principal or Assistant Principal of Westmount Charter School.
<b>Leadership Quality Standard (LQS)</b>	Alberta's <i>Leadership Quality Standard</i> , as set out by Alberta Education and adopted by Westmount Charter School (AP-440 Leadership Quality Standard).

<b>Evaluation</b>	The formal process of gathering evidence and applying professional judgment to determine whether an administrator's leadership exceeds, meets, or does not meet the LQS.
<b>Notice of Remediation</b>	A written notice issued by the Superintendent when an administrator's leadership does not meet the LQS.
<b>Principal</b>	The Principal of Westmount Charter School.
<b>Professional Growth</b>	The ongoing process through which an administrator develops, implements, and reflects on an annual professional growth plan aligned to the LQS and system priorities.
<b>Superintendent</b>	The Superintendent of Westmount Charter School or a designate appointed by the Charter Board.
<b>Supervision</b>	The ongoing process by which the Superintendent supports, monitors, and guides administrator leadership practice.

## **PROCEDURES**

3. General Provisions
  - 3.1. The Superintendent will review this Administrative Procedure with administrators at the beginning of each school year.
  - 3.2. Administrator growth, supervision, and evaluation are grounded in Alberta's *Leadership Quality Standard* and are intended to support excellence in leadership, teaching, and learning.
  - 3.3. All administrators are required to participate in ongoing supervision and annual professional growth planning.
  - 3.4. Administrators holding term appointments shall participate in evaluation as outlined in this procedure.
  - 3.5. This procedure does not limit the Superintendent's authority under the *Education Act* to address issues of misconduct, neglect of duty, or student safety.
  - 3.6. The Superintendent evaluates the Principal. The Principal evaluates Assistant Principals under the supervision of the Superintendent.
4. Administrator Professional Growth
  - 4.1. Each administrator shall develop and implement an annual professional growth plan aligned with the LQS and system priorities.
  - 4.2. Growth plans shall:
    - 4.2.1. Be based on self-assessment and reflection;
    - 4.2.2. Align to the LQS; and
    - 4.2.3. Support school, board, and provincial education priorities.
  - 4.3. Growth plans must be submitted to the Superintendent by October 15 each school year.
  - 4.4. Growth plans must include:
    - 4.4.1. Professional learning goals;
    - 4.4.2. Strategies and timelines; and
    - 4.4.3. Evidence of success.
  - 4.5. The Superintendent shall support and monitor growth plan implementation throughout the year.

- 4.6. A year-end growth review shall occur prior to the end of the school year.
- 4.7. Growth plans shall not be used for evaluation unless concerns are identified from other sources.
5. Supervision
  - 5.1. Supervision is ongoing and supports professional growth and accountability.
  - 5.2. Supervision includes:
    - 5.2.1. Dialogue and coaching;
    - 5.2.2. Review of school and leadership evidence;
    - 5.2.3. Observation of leadership practice; and
    - 5.2.4. Monitoring alignment to the LQS.
  - 5.3. When concerns are raised, the Superintendent may initiate focused supervision or an evaluation.
6. Evaluation
  - 6.1. Evaluation determines whether leadership practice meets the LQS.
  - 6.2. Evaluation may be initiated:
    - 6.2.1. At the request of the administrator;
    - 6.2.2. For contract or employment decisions; and
    - 6.2.3. When supervision indicated potential concerns.
  - 6.3. When an evaluation is initiated, the Superintendent shall provide written notice outlining:
    - 6.3.1. Purpose;
    - 6.3.2. Process;
    - 6.3.3. Evaluation sources;
    - 6.3.4. Timelines; and
    - 6.3.5. Possible outcomes.
  - 6.4. Evaluation evidence may include:
    - 6.4.1. Observations;
    - 6.4.2. School plans and reports;
    - 6.4.3. Leadership artifacts;
    - 6.4.4. Staff, students, and parent/guardian feedback; and
    - 6.4.5. Surveys and performance data.
  - 6.5. Evaluation reports must include alignment to all LQS competencies and a final professional judgment.
  - 6.6. All administrator evaluations must be completed and submitted by April 30 of each school year.
  - 6.7. The administrator may append written comments.
  - 6.8. A review of process compliance may be requested within ten (10) calendar days.
7. Notice of Remediation
  - 7.1. When leadership does not meet the LQS, the Superintendent shall issue a Notice of Remediation including:

- 7.1.1. Areas requiring improvement;
- 7.1.2. Strategies;
- 7.1.3. Timelines;
- 7.1.4. Measures of success; and
- 7.1.5. Possible consequences.

7.2. A follow-up evaluation shall be conducted.

7.3. If improvement is demonstrated, normal growth planning resumes.

7.4. If not, the Superintendent may recommend contract termination to the Charter Board under the *Education Act*.

**Legal Reference**

*Education Act*

*Leadership Quality Standard (LQS)*

**Cross Reference:**

AP-440 Leadership Quality Standard

**Date of Adoption:**

December 6, 1999

**Date of Revision:**

May 13, 2002, November 1, 2011, January 16, 2013, October 22, 2015, April 26,

2019, May 28, 2019, February 5, 2022, September 10, 2025, February 3, 2026

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February 3, 2029