

Administrative Procedure 405

Human Resources

SUPERVISION & EVALUATION

BACKGROUND

Westmount Charter School (WCS) is committed to fostering a culture of continuous improvement, professional growth, and accountability. Effective supervision and evaluation contribute to employee growth, organizational effectiveness, and student success.

The Charter Board believes that supervision and evaluation are important components in supporting high-quality educational programs, student services, and operational excellence. Supervision and evaluation processes shall be conducted in a manner that is ethical, fair, respectful, and consistent with the principles of procedural fairness.

The purposes of supervision and evaluation are to:

1. Promote continuous professional growth and improvement;
2. Support employees in fulfilling their assigned roles and responsibilities;
3. Provide meaningful feedback regarding professional practice and performance;
4. Recognize strengths and identify opportunities for growth; and
5. Promote professional responsibility and accountability to students, parents/guardians, staff, and the Charter Board.

The Superintendent is responsible for the overall administration of this Administrative Procedure. Principals and supervisors are responsible for implementing applicable supervision and evaluation processes for employees under their supervision.

PROCEDURES

1. Supervision and evaluation processes shall support employee growth, professional learning, and organizational effectiveness.
2. Employees shall be informed of the expectations, responsibilities, and standards applicable to their positions.
3. Supervision and evaluation shall be conducted in a fair, respectful, and objective manner and in accordance with principles of procedural fairness.
4. Employees shall be provided opportunities for feedback, professional growth, and support.
5. Specific supervision, growth, and evaluation procedures for employee groups, including teachers, school leaders, support staff, and other employees, shall be outlined in applicable Administrative Procedures.
6. Information relating to supervision and evaluation shall be collected, used, disclosed, retained, protected, and securely disposed of in accordance with the Protection of Privacy Act (POPA) and Board privacy management, records management, and information security procedures.

Legal Reference: *Protection of Privacy Act (POPA)*
Cross Reference: AP-445 Administrator Growth, Supervision and Evaluation
AP-423 Teacher Growth, Supervision and Evaluation
AP-484 Supervision and Evaluation of Support Staff
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