

## **EVALUATION OF SCHOOL ADMINISTRATORS**

The responsibility and duties of school administrators are all encompassing, as all aspects of the school's operation are either directly or indirectly under their jurisdiction. Many of the duties are overlapping or inter-related. However, for the purpose of evaluation the following sub-groups have been made.

### 1. Leadership and Climate

All aspects of the personal relationships within the school which involve administration, staff and students. All such relationships should be examined as to how they assist in developing a desirable student-centred school atmosphere.

### 2. Programming

All aspects of the program provided by the school. Includes such items as curriculum and program development, interpretation, implementation and evaluation.

### 3. School Organization and Staffing

All aspects of organization within the school, space utilization, student time tabling, teacher timetabling and staff utilization, staff communication and teamwork, and related areas.

### 4. Professional Development

All aspects of staff development so that there is an effective means of achieving the desired level of understanding of: (a) the curricula, and programs, as established by the Department of Education, the Division Board or the school and (b) current learning theory and instructional methodology.

### 5. Staff Supervision and Evaluation

All aspects of supervising and evaluating staff members. Procedures that enable individual staff members to be evaluated as well as the overall effectiveness of the school's staff.

### 6. Student Control and Supervision

All aspects of a disciplinary system whereby adequate provision is made to control the actions of individuals and to protect the safety and the rights and privileges of individual students and staff.

### 7. Student Evaluation and Reporting

All aspects of an evaluation system whereby the performance of each individual student is effectively assessed and reported to the parents on an on-going basis.

8. Communication and Public Relations

All aspects of an effective system of communication (reporting) and public relations involving staff, students, parents and general public in conjunction with the school administration.

9. Budgeting and Buying

All aspects of an organizational system whereby budgeting, establishing requirements, purchasing and record keeping are effective and expedient.

10. Health, Safety, Plant Supervision

All aspects of the operation of the physical plant, in-doors and out-doors, so that there are adequate health and safety precautions for all occupants at all times.

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