

**EVALUATION OF PROFESSIONAL STAFF
(Administrative Officers)**

The Board recognizes the value of a continuing program of evaluation for professional staff.

The primary purpose of the administrative officer evaluation shall be to facilitate the professional growth of the administrative officer in the achievement of Provincial, District and school goals.

The Board is committed to providing the necessary resources, including in-service activities, to assist administrative officers to increase professional effectiveness.

- 1.00 Administrative officers, in consultation with their immediate supervisor, shall write performance objectives. Performance objectives may be based on the district's list of tasks of that administrative position and/or the district job description for that position, but need not be confined to these. The priority of the individual performance objectives will be agreed upon at the time of writing. A copy of the performance objectives shall be on file with the Superintendent's office.
- 1.01 Performance objectives should be written in terms of performance; they tell what the administrative officer is going to do, what the outcome will be, and how the outcome will be measured.
- 1.02 The supervisor and administrative officer will agree as to how the achievement of these performance objectives can be measured, and what data can be used to measure them. It is then the supervisor's responsibility to assist in collecting these data.
- 1.03 After an agreed period, the supervisor and administrative officer will analyze the data collected to determine whether or not, and to what extent, each performance objective has been accomplished. Three questions should be asked.
 - Were the objectives met?
 - Were the processes used to reach the objectives appropriate?
 - Is there a need to adjust either the objective or the process?
- 1.04 One result of the analysis undertaken in 1.03 may be the rewriting of performance objectives for the following school term.
- 1.05 Performance objectives shall be written at least once a year, and may be written as often as is deemed necessary by the administrative officer and supervisor.