

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

HIRING AND EVALUATION OF STAFF IN POSITIONS OF RESPONSIBILITY AT ST. JOSEPH-SCOLLARD HALL CATHOLIC SECONDARY SCHOOL

PT 11.0
NPS 24-99

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to engage the best qualified personnel available to fill positions of responsibility at St. Joseph-Scollard Hall Catholic Secondary School subject to the following regulations:

ADMINISTRATIVE REGULATIONS:

1. APPOINTMENTS

- a) Appointments to a position of Head of an organizational unit shall be made by the Director of Education in consultation with the Principal.
 - i) To be appointed to a position as Head of an organizational unit, a teacher should be teaching in the area or program concerned.
 - ii) Qualifications - Head of an Organizational Unit
 - specialist or honour specialist qualifications in one or more of subjects taught in the organizational unit, or evidence that the teacher is following a definite plan to obtain same within a reasonable period of time.
 - a high degree of leadership, responsibility and competence in his/her teaching career.
- b) The number of heads and assistant heads of organizational units shall be in accordance with the Collective Agreement and subject to the Education Act and its Regulations.
 - i) Qualifications - Assistant Head of an Organizational Unit
 - specialist or honour specialist qualifications in one or more of the subjects taught in the organizational unit, or evidence that the teacher is following a definite plan to obtain same within a reasonable period of time.
 - a high degree of leadership, responsibility and competence in his/her teaching career.

Replaces former Section C13

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2. EVALUATION

- a) The responsibility for the evaluation of Heads and Assistant Heads of organizational units is that of the Principal.
- b) Although the major responsibility for evaluation of Heads and Assistant Heads of organizational units rests with the Principal, the Vice-Principal may assist in the evaluation at the request of the Principal with a written report to be prepared for their files.
- c) The evaluation of teachers holding positions of responsibility will be based primarily on the specific duties determined each year by the Principal in consultation with the teacher as well as those duties outlined in the Education Act and its Regulations.
- d) The performance of those who fill positions of responsibility shall be evaluated each year and a written report prepared for their files.
- e) When reports are reviewed and found satisfactory, appointments may be re-confirmed by the Director of Education by April 1st each year subject to the Collective Agreement.