



Northwest
Territories Executive Council

DEC 11 2012

«Gender» «First_Name» «Last_Name»
«Title»
«DivisionDistrict»
«Address»
«City» «Territory» «Postal_Code»

Dear «Gender1» «Last_Name_»:

Direction on Principal Growth and Evaluation in the Northwest Territories

The Department of Education, Culture and Employment (ECE) and the Northwest Territories Teachers' Association (NWTTA) are in agreement that a system-wide process should be in place to guide the development of school principals and ensure that school principals meet an acceptable standard in the performance of their duties.

Through extensive collaboration, a working committee (the "Committee"), which included principals, superintendents and ECE representatives, produced the *Principal Growth and Evaluation in the Northwest Territories* document which includes:

- Dimensions of School Leadership – A description of the role and key responsibilities of school principals in the Northwest Territories (NWT);
- Principal Professional Growth – An outline and description of a process to guide the professional development of principals;
- Principal Evaluation in the NWT – A recommended process of evaluation for principals;
- Review Process – A guide for dealing with principals who require additional supervision and support to meet the expected standard.

According to subsection 78(2)(k) of the *Education Act*, Superintendents are required to ensure, to the best of their ability, that all evaluations of school staff, including principals are consistent with territorial standards. By means of this letter, I am directing that all Superintendents implement the recommendations and the model process, as described in the document *Principal Growth and Evaluation in the Northwest Territories*, which has been in place since the 2011-12 school year to ensure that evaluation of principals is consistent at the territorial level.

I realize that some jurisdictions may have an evaluation process in place that resembles the model developed by the committee. If your jurisdiction would prefer to continue with the existing evaluation or would prefer to adopt the recommended model but modify elements of the process, I am requesting a copy of the proposed evaluation process for my review.



If I am satisfied that the process you wish to use mirrors the recommendations for evaluation identified by the Committee, and that it is similar in respect to frequency, process and criteria for judging principal competency, I will approve the process for use in your jurisdiction. This decision will mean that all principals in NWT schools will encounter a similar experience with respect to evaluation and the promotion of professional growth.

In keeping with the recommendations, I expect that:

- Principals new to their role will be formally evaluated in each of their first two years in their position;
- Experienced principals with two or more years of administrative experience will be evaluated on a 3 year cycle or more frequently if the superintendent determines an evaluation is necessary; and
- Principals not involved in an evaluation process are to be working on a professional growth plan.

Each evaluation will involve the collection of information about a principal's professional skills, knowledge and practice gathered by the superintendent, or delegate over time and used to make judgments about a principal's level of competency.

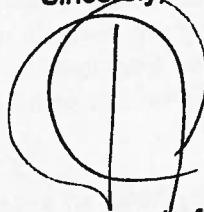
There is a general assumption of competency on the part of school principals in the NWT. In cases where competency is questioned, the Review Process section is meant as a guide but not a prescription or limit on how a particular case is to be handled. The process, in this situation, is to be determined by the superintendent.

The written evaluations will refer to the duties and responsibilities of a principal as described in the *Education Act* and in the *Principal Growth and Evaluation in the Northwest Territories* document and will make up a report that will be placed on the principal's personnel file.

An up-to-date record of evaluation and professional growth activities for all principals will be kept on file at the Divisional Education Council or Yellowknife District Education Authority's office.

Please contact the Director of Education Operations and Development, Department of Education, Culture and Employment at 867-873-7573 if you have any questions regarding the implementation of this directive.

Sincerely,



Jackson Lafferty
Minister
Education, Culture and Employment

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