



NAG 3 PRINCIPAL'S PERFORMANCE APPRAISAL POLICY

Introduction

The principal is the board's chief executive officer in relation to the school's control and management and is therefore delegated responsibility for all day-to-day management of the school's administration within the board's general policy directions.

Guidelines

- The appraisal of the Principal is the responsibility of the Board of Trustees. The board will formally delegate responsibility for the implementation of the appraisal process to the board chairperson who may further delegate, in consultation with the principal, to an independent education consultant mutually agreeable to both parties. The principal's annual appraisal will be carried out in accordance with the requirements of the Primary Principals' Collective Agreement and the Interim Professional Standards for Principals as issued by the Ministry of Education
- The board chairperson will on an annual basis provide in writing to the board a summary of the principal's appraisal report which will be tabled in committee
- In the case of a dispute in relation to the principal's appraisal, an experienced professional mediator would be employed who was acceptable to both parties
- It is expected that the principal would keep up to date in educational matters therefore professional development is a priority. This includes attendance at principal conferences and seminars. Hence a reasonable professional development budget is provided.

Those delegated with the task of principal's appraisal must ensure that the appraisal includes the following:

- Documented performance expectations developed in consultation with the principal
- Identification and written specification of one or more development objectives relative to the Principal's job description, school's strategic and annual plans, Professional standards for principals, and outcomes of any recent ERO review;
- A signed performance agreement
- Self-appraisal by principal;
- An opportunity for the principal to discuss achievement of the performance expectations and development expectations with the appraisers;
- An assessment of the principal against the professional standards;



- An appraisal report, prepared and discussed in consultation with the principal;

Those delegated the task of carrying out the appraisal:

- May seek feedback on the principal's performance from staff, board, students or parents;
- Will negotiate with the principal an agreed format for the purpose of data gathering;
- Will consult with the principal on the actual appraisal process and meeting dates;
- Will provide support and encouragement to the principal as a good employer.

Confidentiality:

- All information and documentation relating to the principal's appraisal will remain confidential to the principal, and appraiser, unless the principal agrees otherwise. Documentation will be held in the principal's personal file.

Conclusion

The Principal's Performance Appraisal will ensure the day to day management of the school is administered in accordance with the board's general policy and to provide feedback to both the principal and the board on a regular basis.

Date Approved: 15/18/2018	Next Review: /08/2020
Principal:	Board Chair: