



## 3.2 Principal's Performance Management and Appraisal Policy

It is the policy of the Parnell District School Board of Trustees to establish a performance agreement with the principal each year and review the principal's performance on an annual basis with the objective of ensuring that every student at the school is able to attain his or her highest possible standard in educational achievement.

1. The review process will occur annually, providing a written record of how the principal has performed as per the terms of the performance agreement and identifying professional development needs.
2. The basis for the annual appraisal is an annual performance agreement negotiated annually with the Board of Trustees Chairman that fits within the parameters of the current Principals' Collective Employment Agreement (CEA). The key components of the Performance Agreement are:
  - Job Description: Performance expectations will be summarised and documented in the Principal's Job Description that sets out key tasks and expected outcomes.
  - Attestation of Professional standards: These will measure important knowledge, skills and attitudes that all principals should be able to demonstrate, with respect to professional leadership, staff management, financial and asset management, strategic management, relationship management and statutory reporting requirements.
  - Appraisal goals- development objectives will be identified, negotiated, listed and set for the 12 month period of appraisal.
3. The annual appraisal of the Principal will consider achievement against mutually agreed performance objectives relating to school initiatives and personal growth goals. Relevant professional development activities will be undertaken by the Principal in order to achieve these objectives and goals.
4. The Board Chairperson may contract an external appraiser who is an independent consultant who specializes in education. This person, who will be agreed on by both parties, will undertake the attestation and appraisal of the principal and report to the Board on progress and the outcome of the appraisal. The services of this person will be specified in a written contract with the Board.
5. Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role including two-three interim reviews, one per each term preceding the annual formal review, between the principal and chair or delegate(s) to discuss progress.
6. The principal will be reviewed on the criteria set forth in the performance agreement: performance objectives, professional standards, learning and development objectives and fulfilment of additional duties which require concurrence payment.
7. If the principal and the board disagree on the performance objectives, the board, after considering the principal's input, will amend the disputed objectives or confirm the unchanged objectives. The board's decision will be final.

8. The board chair, delegate(s) and consultant, in consultation with the principal, may gather information from staff, parents, or any other relevant members of the larger school community who can provide feedback on how the principal has performed. Evidence may include surveys, self-review, teaching observation (if relevant), interviews, focus groups or documentary evidence.
9. The annual budget will set aside appropriate provision to enable the process to be conducted successfully and professional development opportunities to be realised.
10. The appraiser will hold a summary interview with the principal. If the principal does not agree with the report the appraiser may choose to amend aspects of the report in the light of evidence presented or let it stand with principal comments attached.
11. The Chair will be presented with the report who will, in turn, present this in committee with the principal present.
12. An independent person will be agreed upon should there be a need to mediate any disputes between the appraiser and the principal. Also see disputes procedures as outlined in the general appraisal policy.
13. The performance agreement and results of the review are confidential to the principal, the board and their agents unless both parties agree to wider distribution.

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