

PRINCIPAL'S APPRAISAL POLICY



Rationale

The Principal is the chief executive of the College and is consequently responsible for overall leadership and management. In turn, the Board of Trustees as employer, has an obligation to conduct an appraisal programme for both the formative (professional development) and summative (performance management) procedures.

Guidelines

1. The Board of Trustees will have the Principal's Appraisal carried out by an external professional Appraiser. This person will be appointed by agreement of the Chairperson and Board of Trustees and in consultation with the Principal.
2. The appraisal process will be negotiated each year with the Board of Trustees, the Appraiser and the Principal and forms the basis of the Principal's Performance Agreement.

The Principal will be appraised against:

- The professional standards
 - The current performance agreement
 - The annual plan as it relates to the Principal's responsibilities
 - Any other negotiated areas (BOT Chairperson/one other Trustee/Principal)
3. The appraisal, once completed, will be discussed between the Principal and the Appraiser for accuracy only and a final copy forwarded to the Board of Trustees Chairperson.
 4. The BOT Chairperson will report to the full Board of Trustees on the outcome of the appraisal on completion and receipt of the document.
 5. Specific disputes arising from the appraisal may, at the BOT Chairperson's discretion, be referred to the Board of Trustees, but the Principal must be informed of this prior to the meeting.
 6. Disputes over the appraisal will be resolved in accordance with relevant clauses within the Collective Agreement or the relevant sections of the Performance Management System.

7. A variety of processes may be used depending on the specific requirements of each appraisal round. Self-appraisal must form part of each appraisal. Suggestions below can be used, depending on necessity:
 - Survey parents, students, staff
 - Interviews with staff
 - Paper work checks
 - Observations in classrooms
 - BOT Chairperson
 - Interview the Principal
 - Board of Trustees reporting
 - Curriculum and assessment information
 - Newsletters

8. Negotiations over exactly what will be covered and how, must occur prior to the appraisal, to the satisfaction of all involved (i.e. Principal, BOT Chairperson, Board of Trustees and Appraiser).

9. The whole Board meets with the Principal to negotiate the Performance Agreement for the coming year.

Board Chair
