

*Educating for Time and Eternity*

## **Policy No. 66**

### **Principal Performance Review**

*Therefore if your whole body is full of light and no part of it dark, it will be completely lighted as when the light of a lamp shines on you.*

*Luke 11:36*

#### **Rationale**

It is the policy of the Westminster Christian School Board of Trustees to review the principal's performance on an annual basis with the objective of ensuring high quality education opportunities for the students of the school.

#### **Procedures**

1. The review process will occur annually, providing a written record of whether the principal has performed satisfactorily as per the terms of the performance agreement and identifying professional development needs.
2. The principal's performance will be formally reviewed on an annual basis by the board chairperson or delegate(s) and optionally, at the board's choice, an independent consultant who specializes in education. Also ERO in their 3 year cycle can be part of the evaluation of the Principal's Performance.
3. Those delegated or contracted to perform the review process shall have written formalized instructions specifying the responsibilities of the role.
4. There will be three interim reviews, one per each term preceding the annual formal review, between the principal and chairperson or delegate(s) to discuss progress.
5. The principal will be reviewed on the criteria set forth in the performance agreement: achieved objectives, professional standards, practicing teacher criteria, learning and development objectives and fulfilment of additional duties which require concurrence payment.
6. 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.
7. The board chairperson, delegate(s) and consultant 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.
8. The principal and delegate(s) will meet for a formal interview to discuss whether the performance agreement has been satisfied with the principal given the opportunity to discuss and comment on each criterion before a rating is given. The results will then be drafted into a report by the delegate(s) and sent to the principal. The principal can accept the report or dispute the report. If the report is disputed, the delegate(s) will consider the principal's views before deciding to either amend the report, in accordance

with the principal's views, or let the report stand, with the principal's comments attached.

9. The chairperson / delegate(s) / consultant will present the final report / summary back to the board with the result of the review. The principal may / may not be present at the presentation and / but will have the opportunity to address the board. The principal will then exit and further discussion may continue among the board.
10. The principal will be informed personally and in writing of the final outcome following the report discussion.
11. 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.

## **Conclusion**

This policy will be reviewed every five years.

Chairman: \_\_\_\_\_

Date Approved: November 2016

Review Date: 16 March 2021