



## Principal/Vice-Principal Performance Appraisal

**Board Received:** October 20, 2014

**Review Date:** November 2017

### **Accountability:**

1. Frequency of Reports – As needed
2. Severity Threshold – As needed (eg. Changes in Ministry guidelines)
3. Criteria for Success – Process enhances job performance and the learning environment.

### **Procedures**

#### **1. Definition of New and Experienced Principals/Vice-Principals**

- a) New Principal/Vice-Principal
  - i) A qualified vice-principal with no prior experience as a vice-principal in Ontario or elsewhere;
  - ii) A qualified principal with no prior experience as a principal in Ontario or elsewhere;
  - iii) Principals/vice-principals are considered to be “experienced” once they complete one year in the role.

#### **2. Roles and Responsibilities**

- a) Principal/vice-principal appraisals are to be conducted using the timelines and procedures as outlined in the *Education Act*, Regulations and the document entitled, “Principal/Vice-Principal Performance Appraisal (PPA): Technical Requirements Manual and Resource Package, 2013”.
- b) Superintendents shall conduct the performance appraisals for principals and may conduct the performance appraisal for vice-principals. Principals shall conduct the performance appraisal for vice-principals unless alternate arrangements are made with the Superintendent.
- c) Principals/vice-principals shall develop Performance Plans (Appendix A) and Annual Growth Plans (Appendix B) in consultation with their appraiser, meet with the appraiser during the evaluation year to discuss progress and next steps and take part in the final reporting process leading to the summative report (Appendix C).

#### **3. Scheduling Requirements**

- a) Commencing in their second year in the role, each principal/vice-principal shall be appraised and assigned a five-year cycle for performance appraisal. This means that there will be four non-evaluation years between each evaluation year. Within 20 school days after the appraisee commences his or her evaluation year, the appraiser must notify the appraisee that it is an evaluation year.

- b) An experienced principal/vice-principal new to the Board must be appraised in the first year they are employed by the Board.
- c) Performance appraisals of a principal/vice-principal that are additional to those required may be conducted at the discretion of the Superintendent, if it is advisable to do so in light of circumstances relating to the performance of the principal/vice-principal.

#### 4. Reports

- a) The Performance Plan is developed by principals/vice-principals in each evaluation year, in consultation with the appraiser, in order to demonstrate how they intend to achieve identified goals. The plan includes goals, strategies and actions, and practices and competencies, as well as methods and indicators to measure attainment of the goals. The results section of the Performance Plan is to be completed by the principal/vice-principal before the third appraisal meeting takes place. Results show what actually happened in relation to the goals that were set earlier.
- b) The Annual Growth Plan must be completed each year and provides a vehicle to plan the principal's/vice-principal's professional learning during the appraisal year and in the intervening years between appraisals. In an evaluation year, the principal/vice-principal uses the Annual Growth Plan to assist him or her in attaining the goals stated in the Performance Plan. In a non-evaluation year, the principal/vice-principal refers to the results and recommendations from the most recent performance appraisal in reviewing or updating the Annual Growth Plan.

#### 5. Appraisal Meetings

- a) Appraisal meetings are an essential component of the appraisal process. They ensure that expectations are clearly articulated, that the appraisee has the support and guidance that he or she needs, and fosters a climate of trust and collaboration within which the requirements of the appraisal process can be completed.
- b) At a minimum, the appraiser and appraisee must meet three times during the appraisal year, as outlined below:
  - First meeting:** The appraiser and appraisee will develop the Performance Plan and review and update the Annual Growth Plan.
  - Second meeting:** The appraiser and appraisee will discuss the progress of the appraisee towards achieving the goals outlined in the Performance Plan, discuss any other information or supports relevant to the Performance Plan, and revise it as necessary.
  - Third meeting:** The appraiser and appraisee will review the results of the actions taken by the appraisee to achieve the goals in the Performance Plan, discuss information relevant to the Performance Plan, and review and update the annual Growth Plan if necessary.

#### 6. The Summative Report

- a) The summative report provides a record of the appraisal process and outcomes, including comments by the appraiser on strengths and areas for growth and development of specific practices and competencies related to the Performance Plan, the performance rating (satisfactory or unsatisfactory), an explanation for the rating by the appraiser, and final comments from the appraiser and, optionally, from the appraisee. The appraiser must provide the appraisee with a copy of the summative report within 15 school days of the third meeting. If the performance appraisal is deemed unsatisfactory, the procedures outlined in *Regulation 234* will be followed.

- b) Family of Schools Superintendents shall ensure all signed PPA documents are included in the principal/vice-principals' human resources file. Principals/vice-principals who have had a performance appraisal will receive a copy of the signed Summative Report.
- c) Human Resource Services will retain a copy of each performance appraisal record for at least six years from the date of the Summative Report.

Appendix A



PRINCIPAL AND VICE-PRINCIPAL PERFORMANCE PLAN

SCHOOL

PRINCIPAL

YEAR

SCHOOL AND COMMUNITY CHARACTERISTICS AND CIRCUMSTANCES				
<div><div>PRINCIPAL’S VICE-PRINCIPAL’S GOALS</div><div>(Identified in Consultation with Immediate Supervisor)</div></div>	<div>STRATEGIES/ACTIONS</div>	<div>PRACTICES/ COMPETENCIES</div> <div>(What key practices/competencies from the Ontario Leadership Framework will assist you in achieving your goals?)</div>	<div>INDICATORS</div> <div>(Observable - How will we know if the strategies were successful?)</div>	<div>RESULTS</div> <div>(Measurable - Include Actual #'s &amp; %'s where appropriate)</div> <div>This section would be completed at the end of the appraisal cycle and would represent a report of what was actually accomplished.</div>



Appendix B

PRINCIPAL AND VICE-PRINCIPAL GROWTH PLAN

SCHOOL \_\_\_\_\_ PRINCIPAL \_\_\_\_\_ YEAR \_\_\_\_\_

Areas for Growth	Growth Strategies /Supports (Ways of Acquiring Skills) Follow-up if required	Target Dates for Completion	Evidence and suggested growth plan for next year

## Appendix C



**Summative Report Form  
for PRINCIPALS and VICE-PRINCIPALS  
(Approved Form)**

**Appraisee:**     ☐ Principal    ☐ Vice-Principal

**Last Name:**

**First Name:**

**Appraiser:**     ☐ Supervisory Officer     ☐ Principal

**Last Name:**

**First Name:**

**School:**

**Name of Board:**

**Appraisal Year:**

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Practices and competencies from the Performance Plan that have contributed strongly to the principal's / vice-principal's overall performance:

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Practices and competencies from the Performance Plan that could be strengthened for further growth and development:

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**Summative Comments**

**The supervisory officer / principal will provide a summative comment on the principal's / vice-principal's performance based on the results outlined in the Performance Plan.**

Supervisory Officer's / Principal's summative comments on the appraisal:

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**The principal / vice-principal may wish to comment on the appraisal.**

Principal's / Vice-Principal's comments (optional):

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Overall Rating (check the appropriate box):

☐ Satisfactory performance

☐ Unsatisfactory performance

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Supervisory Officer's / Principal's Signature

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Date

Principal's / Vice-Principal's signature indicates the receipt of the summative report.

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Principal's / Vice-Principal's Signature

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Date