



St. Joseph's Catholic School, Grey Lynn

Established 1884

POLICY: PRINCIPAL APPRAISAL

RATIONALE

- 1) It is a contractual obligation to appraise the principal's performance on an annual basis.

PURPOSE



- 1) To provide feed back for both the principal and the board on a regular basis.
- 2) To ensure that the job of management of the school on a day to day basis is being carried out in accordance with the board's requirements.

GUIDELINES

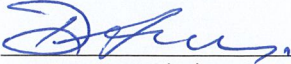
- 1) The principal will have a job description and an annual performance agreement which together will form the basis of the appraisal.
- 2) The principal's appraisal will be carried out by the chair of the board, or a mutually acceptable alternate as agreed by the principal and the board.
- 3) An interim formative appraisal may take place during the year as agreed at the beginning of the year and a summative appraisal at the conclusion of the year.
- 4) Performance will be appraised in the form of mutually negotiated goals and procedures. A person should be agreed upon to mediate/arbitrate on any disagreements or disputes between the principal and the appraiser. The previous issues should be established between the appraisee and appraiser at the commencement of each year.
- 5) The board will provide the principal with opportunities to be involved in professional development in both curriculum and administration management.
- 6) The principal can expect that fees and related expenses for approved courses of professional development will be paid for by the board.
- 7) All appraisals are confidential between the principal and the chair.
- 8) The appraisal will be carried out using the Professional Standards, the Performance agreements and the agreed goals.
- 9) The principal will be able to use all the complaint provisions within the complaints policy and or use the Personal Grievances provision if required if issues raised in the appraisal cannot be resolved.

CONCLUSION

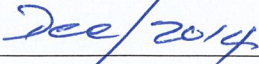
- 1) The appraisal process with the principal is a tool to enhance his/her professional development.

SEPTEMBER Review (Odd Year)			
COMMENTS (select from): Approved / Ratified / to be amended / to be rewritten			
Year	Comment	Action	Signed
2014			
2015			
2016			
2017	✓	✓ No change	 25/06/17
2018			

This policy will be reviewed according to the Board's Effectiveness Review Programme



 Chairperson



 Date