



ADMINISTRATIVE PROCEDURES

PERFORMANCE APPRAISAL OF NEW AND EXPERIENCED PRINCIPALS AND VICE-PRINCIPALS (Policy Statement: Performance Appraisal of New and Experienced Principals and Vice-Principals)

Purpose

High quality work in a Catholic school board is essential to creating a faith-filled positive learning environment, improving student outcomes, and reducing gaps in student achievement. All students within the Algonquin and Lakeshore Catholic District School Board are entitled to receive the benefit of an educational system staffed by competent and effective school leaders.

The Algonquin and Lakeshore Catholic District School Board recognizes its obligation, as per Ontario Regulation O. Reg. 234/10: *Principal and Vice-Principal Performance Appraisal*, and the document entitled, "Principal/Vice-Principal Performance Appraisal (PPA): Technical Requirements Manual and Resource Package, 2013".

A clearly defined framework for Leadership Development and Performance Appraisal encourages a culture of excellence, fosters development, and identifies opportunities for additional support where required. By helping all Principals/Vice-Principals achieve their full potential, the performance appraisal process represents one element of achieving high levels of student achievement.

References

The Education Act and Regulations
Ontario College of Teachers Act, 1996
Principal/Vice-Principal Performance Appraisal Technical Requirements Manual (2013)

Procedures

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

1.1 New Principal/Vice-Principal

- 1.1.1 A qualified Vice-Principal with no prior experience as a Vice-Principal in Ontario or elsewhere,

- 1.1.2 A qualified Principal with no prior experience as a Principal in Ontario or elsewhere,
- 1.1.3 Principals/Vice-Principals are considered “experienced” once they complete one year in the role

2. Roles and Responsibilities

- 2.1 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”.
- 2.2 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.
- 2.3 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

- 3.1 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 their evaluation year, the appraiser must notify the appraisee that it is an evaluation year.
- 3.2 An experienced Principal/Vice-Principal new to the Board must be appraised in the first year they are employed by the Board.
- 3.3 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 considering circumstances relating to the performance of the Principal/Vice-Principal.

4. Reports

- 4.1 The Performance Plan (**Appendix A**) is developed by Principals/Vice-Principals in each *evaluation* year, in consultation with the appraiser, to demonstrate how they intend to achieve identified goals. The plan includes these 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 happened in relation to the goals that were set earlier.

- 4.2 The Annual Growth Plan (**Appendix B**) must be completed *each* year and provides a vehicle to plan the Principal's/Vice-Principal's professional learning. In an evaluation year, the Principal/Vice-Principal uses the Annual Growth Plan to assist them 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

- 5.1 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 required and that a climate of trust and collaboration is fostered within which the requirements of the appraisal process can be completed.

- 5.2 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. Summative Report

- 6.1 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.

- 6.2 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.

- 6.3 Human Resource Services will retain a copy of each performance appraisal record for at least six years from the date of the Summative Report.

Appendices

Appendix A: Principal/Vice-Principal Performance Plan
Appendix B: Principal/Vice-Principal Improvement Plan
Appendix C: Principal/Vice-Principal Growth Plan

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