

GREYTOWN SCHOOL POLICY STATEMENT

Performance Management – Principal

Rationale

The board as a good employer has an obligation to appraise the Principal for formative (professional development) and summative (performance management) purposes.

Purpose

To provide clear guidelines that ensure sound procedures for:

- Appraising the Principal
- Working with the Principal to develop the Principals Performance agreement.
- To ensure that the board works within the parameters of the Principals employment contract.

Guidelines

1. Performance Management - Principal shall be carried out by the Board chairperson and/or another mutually agreed professionally qualified person.
2. The Board shall ensure that financial provision is to support the Principals Performance Management Process.
3. The basis for Appraisal shall be the Principals annual performance agreement.
4. The key components of the Principals Performance Agreement shall be a Job Description, the relevant professional standards, the objectives of the school management plan and the Principals personal development objectives.
5. The Board Chairperson, in consultation with the Principal, shall prepare a written report detailing the conclusions of the appraisal review which will be placed in the Principals file.
6. Documentation relating to the Principal's appraisal remain confidential to the Principal and the Board Chairperson.
7. On completion of the Appraisal process the Board Chairperson shall report to the Board that the process is complete.

Formulated June 2002

Reviewed Nov 2006

Review ed Nov 2009

Review Date Nov 2012

Signed _____ Chairperson