

4.05 Principal Evaluation Policy

1. Policy

The Board will schedule reviews of the Principal in order to support the Principal in carrying out the duties of their position. The review will identify both strengths and weaknesses and provide suggestions for the continued growth and development of the Principal.

2. Preamble

The KCA Board develops mission statements and strategic plans intended to guide the development and direction of the school. These documents provide the school core values and objectives that guide the delivery of curriculum and programs and provide direction for school administration, how a staff functions and school governance.

The Board also develops and maintains a job description for the Principal that will provide guidance in carrying out their duties. At KCA, the Principal is responsible for managing all aspects of the day-to-day operation of the school as well as educational programs, approved public relations, financial functions and human resources issues in concert with the Chair of the HR Committee. The Principal will be guided by policies and procedures as determined by the Board.

3. Principal Review Process

- 3.1. Reviews will normally occur in the second year of a principal's assignment and every 2 years thereafter. The Board may defer a scheduled review if needed. Reviews will normally take place in the second half of the school year.
- 3.2.
- 3.3. Reviews may be performed outside the regular schedule at the request of the Board.
- 3.4.
- 3.5. Principals will be informed of a regularly scheduled review at the beginning of the year and given at least 4 weeks' notice of a non-regularly scheduled review.
- 3.6.
- 3.7. Reviews may use one of the following 3 SCSBC recommended protocols:
 - 3.7.1. Protocol 1: a "checklist" review conducted by the entire board with board input and principal self-reflection only;
 - 3.7.2. Protocol 2: a "mid-level" review involving survey input from board, administrative team and principal self-reflection; or
 - 3.7.3. Protocol 3: a "360" review involving survey input from board, administration, as well as some staff and parents.

3.8. When determining which protocol to use the Board will:

- 3.8.1. Consult with the principal.
- 3.8.2. Consider the protocol used for the last 2 reviews.
- 3.8.3. Consider the current issues and circumstances affecting the school and principal.
- 3.8.4. Ensure a protocol 3 review is done at least once every 3 years.

3.9. A facilitator will be appointed by the Board to lead the review process. Normally this would be the Board Chair.

3.10. The Board may assign a small committee to assist the facilitator, however the facilitator leads the process from beginning to end. Normally SCSBC questionnaire and report templates and survey administration services will be used.

3.11. The Review Team will meet prior to the commencement of the review process to review the review criteria and process. A tentative process schedule will be determined at this time.

3.12. The Review Team will develop questionnaires for completion by the Board, staff members and selected parents as required. SCSBC has generic questionnaires available which can be tailored to the Review Team's needs. The Principal will receive a self-reflection questionnaire.

3.13. The facilitator will oversee the distribution and collection of the questionnaires according to a predetermined schedule.

3.14. The facilitator will ensure that confidentiality is maintained throughout the review process.

3.15. The facilitator will review the completed questionnaires. An outside consultant may be used by the facilitator to summarize and interpret the information collected in the questionnaires.

3.16. The facilitator may conduct interviews of representatives from the staff, Board or selected parents to follow up on any issues identified by the completed questionnaires.

3.17. The Board will appoint a committee to meet with the Principal to develop a plan to implement the report's recommendations.

3.18. A copy of the final report will be given to the Principal and a copy retained by the Board.