

Okaihau College: Performance Appraisal of the Principal

Rationale:

It is a contractual obligation to appraise the Principal's performance on an annual basis.

Purposes:

- To provide feed back for both the Principal and the Board on a regular basis.
- Ensure that expectations and requirements fit within the parameters of the Principal's Individual Employment Contract (IEC).
- Recognise that Professional Standards as specified are integral to the appraisal process.

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. The annual appraisal will be held on an agreed date.
4. Performance will be appraised in the form of mutually negotiated goals and procedures linked to the strategic plan. A person should be agreed upon to mediate/arbitrate on any disagreements or disputes between the Principal and appraiser. The previous issues should be established between the appraisee and appraiser at the commencement of each new appraisal period.
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 or a mutually agreed alternative.
8. The Board will be notified when the appraisal procedures have been followed.
9. The Board will receive, in committee, a full report of the appraisal.

Conclusion:

The appraisal process with the Principal is a tool to promote high quality performance and enhance his/her professional development.

Formulated by: Board of Trustees and Principal