

## **PRINCIPAL/VICE-PRINCIPAL EVALUATION POLICY**

### **Preamble**

Having appointed a Principal and Vice-Principal to manage the Maria Montessori Academy, the Board of Directors believes that regular self-evaluation by those administrators and evaluation by the Board Chair or designate is essential to the professional growth of the administrators and the effective functioning of the School.

### **Policy**

The Principal and Vice-Principal shall regularly be involved in a series of activities designed to assist them in strengthening their administrative performance, and assist in the functioning of the school. The Board Chair or designate will also be involved in evaluating their performance, recognizing areas of strength, suggesting ways of improving performance, and providing a written evaluation at suitable intervals, preferably before contract renewal time.

### **Policy Objective**

To provide the means of evaluation for the principal and/or vice-principal so as to enable them to realize their potential as educational leaders.

### **Administrative Procedures**

1. The performance of the principal and vice-principal will be evaluated within a year of being awarded his or her first administrative contract in accordance with the evaluation procedure established by the Board of Directors.
2. The Principal/Vice-Principal will receive formal, written evaluations at least once within a three year period; however, written evaluations may be made at any time.
3. The evaluation of the Principal/Vice-Principal will be conducted/chaired by an educator on the Board and if there is no educator on the Board at the time, the Board will hire an outside educator to do the evaluation.