



Section: **School Personnel**
Policy #: **2010**
Policy: **Principal Evaluation**

Date Approved: May 1992
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February 2004

Principal Evaluation

1. The evaluation will be the responsibility of the Superintendent.
2. The evaluation of the Principal will help to ensure that the goals of the Catholic school are being met, on a continuing basis. It will also give the Principal an assessment of his/her progress as an administrator and help to clarify what the priorities of the school should be in the educational and administrative areas.
3. All evaluation reports on probationary Principals will be completed in triplicate no later than the end of February of the school year in which the evaluation is being done. One copy of the evaluation report will be given to the Principal, one copy will be retained by the school in the Principal's personnel file, and one copy will be retained in the Superintendent's office.
4. Thereafter, non probationary Principals shall be evaluated routinely at least every six (6) years. These reports will also be completed no later than the end of February of the school year in which the evaluation is being done.
5. The evaluation model and process to be used will be discussed with the Principal before any formal observations are made.
6. Evaluations may be conducted at other times at the request of the School Council, the Superintendent or the Principal.
7. Copies of the report will be left with the Bishop of the Nelson Diocese and the Superintendent. The Principal will receive a personal copy and a copy will be filed in his/her school personnel file.