



# PROCEDURE

# HR-017

## ADMINISTRATOR PERFORMANCE APPRAISAL

<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2018/03/26
<b>Last Updated:</b> 2022/06/13	<b>Next Review Date:</b> 2026/06/09

### Purpose

The following procedure sets out the process for the appraisal of new and experienced Administrator(s) in accordance with the *Education Act*.

### Guiding Principles

#### 1.0 Roles and Responsibilities

- 1.1. Administrator(s) appraisals are to be conducted using the timelines and procedures as outlined in the *Education Act*, Regulations and the document entitled, "Principal/Vice-Principal Performance Appraisal (PPA): Technical Requirements Manual and Resource Package, 2013".
- 1.2. Superintendents shall conduct the performance appraisals for Principals and may conduct the performance appraisal for Vice-Principals. Principals shall conduct the performance appraisal for Vice-Principals unless alternate arrangements are made with the Superintendent. Using the Performance Plan and Annual Growth Plan templates referenced below, Administrator(s) will meet with the appraiser during the evaluation year to discuss progress, next steps and take part in the final reporting process leading to the summative report.

#### 2.0 Scheduling Requirements

- 2.1. Commencing in their second year in the role, each Administrator(s) shall be appraised and assigned a five-year cycle for performance appraisal. This means that there will be four non-evaluation years between each evaluation year. Within 20 school days after the appraisee commences their evaluation year, the appraiser must notify the appraisee that it is an evaluation year.
- 2.2. An experienced Administrator(s) new to the Grand Erie District School Board (Grand Erie) must be appraised in the first year they are employed by Grand Erie
- 2.3. Performance appraisals of an Administrator(s) that are additional to those required may be conducted at the discretion of the Superintendent if it is advisable to do so in light of circumstances relating to the performance of the Administrator(s).

#### 3.0 Annual Growth Plan

The Annual Growth plan is completed each year and provides a vehicle to plan for the Administrator's professional learning. In an evaluation year the Administrator(s) uses the Annual Growth Plan to assist them in attaining the goals stated in the Performance Plan. The Performance Plan will outline the goals, strategies/actions, practices/competencies, as well as methods and indicators to measure attainment of the goals. The results section of the Performance Plan is to be completed by the Administrator(s) before the third appraisal meeting takes place. Results show what happened in relation to the goals that were set earlier.

#### 4.0 Appraisal Meetings

- 4.1. Appraisal meetings are an essential component of the appraisal process. They ensure that expectations are clearly articulated, that the appraisee has the support and guidance that they need and fosters a climate of trust and

collaboration within which the requirements of the appraisal process can be completed.

- 4.2. At a minimum, the appraiser and appraisee must meet three times during the appraisal year, as outlined below:
- First meeting: The appraiser and appraisee will develop the Performance Plan and review and update the Annual Growth Plan
  - Second meeting: The appraiser and appraisee will discuss the progress of the appraisee towards achieving the goals outlined in the Performance Plan, discuss any other information or supports relevant to the Performance Plan, and revise it as necessary
  - Third meeting: The appraiser and appraisee will review the results of the actions taken by the appraisee to achieve the goals in the Performance Plan, discuss information relevant to the Performance Plan, and review and update the annual Growth Plan if necessary

#### 5.0 **The Summative Report**

- 5.1. The summative report provides a record of the appraisal process and outcomes, including comments by the appraiser on strengths and areas for growth and development of specific practices and competencies related to the Performance Plan, the performance rating (satisfactory or unsatisfactory), an explanation for the rating by the appraiser, and final comments from the appraiser and, optionally, from the appraisee. The appraiser must provide the appraisee with a copy of the summative report within 15 school days of the third meeting. If the performance appraisal is deemed unsatisfactory, the procedures outlined in *Regulation 234/10* will be followed.
- 5.2. Superintendents shall ensure all signed PPA documents are included in the Administrator's Human Resources file. Administrator(s) who have had a performance appraisal will receive a copy of the signed Summative Report.
- 5.3. Human Resources will retain a copy of each performance appraisal record for at least six years from the date of the Summative Report.

#### 6.0 **Definition of New and Experienced Administrators**

- 6.1. A qualified Vice-Principal with no prior experience as a Vice-Principal in Ontario or elsewhere.
- 6.2. A qualified Principal with no prior experience as a Principal in Ontario or elsewhere.
- 6.3. Administrator(s) are considered to be "experienced" once they complete one year in the role.

#### **Reference(s):**

- [Education Act, R.S.O. 190, c. E.2](#)
- Growth Plan Template
- *Ontario Reg. 234/10*
- Principal/Vice-Principal Performance Appraisal (PPA): Technical Requirements Manual and Resource Package, 2013
- Performance Plan Template
- Summative Report Template