

Cyclical Principal Evaluation Policy

Effective Date: 1 November, 2024

1. Purpose

The purpose of this policy is to provide a structured framework for the periodic evaluation of the Principal at Sikh Academy. The evaluation ensures accountability, promotes professional growth, and aligns the Principal's performance with the school's mission, vision, and strategic goals.

2. Scope

This policy applies to the Principal of Sikh Academy and outlines the cyclical evaluation process, responsibilities, and evaluation instruments used.

3. Guiding Principles

3.1 Accountability

The evaluation process ensures the Principal is held accountable for their responsibilities, aligning their performance with the school's strategic and operational goals.

3.2 Professional Growth

The evaluation is a developmental process, aimed at fostering the Principal's leadership skills, addressing areas for improvement, and celebrating successes.

3.3 Transparency and Fairness

The evaluation process will be transparent, consistent, and equitable, incorporating input from various stakeholders.

4. Evaluation Cycle

4.1 Annual Evaluation

The Principal will be evaluated annually using defined criteria, instruments, and stakeholder feedback.

4.2 Comprehensive Evaluation

Every three years, a comprehensive evaluation will be conducted, incorporating an in-depth review of the Principal's leadership, achievements, and long-term impact on the school.

5. Evaluation Criteria

The evaluation will be based on key performance areas, including:

- **Instructional Leadership:** Supporting teacher development and student success
- **Organizational Management:** Ensuring efficient operation of the school, including budgeting and resource allocation
- **Community Relations:** Building strong relationships with parents, staff, students, and the wider community
- **Strategic Vision:** Aligning the school's activities with its mission, vision, and goals
- **Compliance:** Adhering to legal, regulatory, and policy requirements

6. Evaluation Process

6.1 Preparation Phase

- The evaluation committee, typically composed of Board members and senior administrators, will set timelines and review evaluation instruments.

Cyclical Principal Evaluation Policy

- The Principal will provide a **self-assessment report**, including goals, achievements, and reflections on challenges.

6.2 Data Collection Phase

Data will be gathered from multiple sources, including:

1. **Staff Feedback:** Surveys or focus groups to gather input on the Principal's leadership and management.
2. **Parent Feedback:** Surveys to assess community engagement and responsiveness.
3. **Student Outcomes:** Review of academic achievements, student engagement, and well-being data.
4. **Document Review:** Analysis of school improvement plans, annual reports, and compliance records.

6.3 Review Phase

The evaluation committee will:

- Analyze the collected data.
- Compare the Principal's performance against evaluation criteria and goals.

6.4 Feedback and Development Plan

- The committee will provide a written **evaluation report**, summarizing strengths, areas for improvement, and recommendations.
- A **professional development plan** will be created collaboratively to address identified areas of growth.

7. Evaluation Instruments

7.1 Principal Self-Assessment Form

A structured form for the Principal to reflect on their performance, achievements, and challenges, aligned with the evaluation criteria.

Cyclical Principal Evaluation Policy

7.2 Staff and Parent Surveys

Anonymous surveys to gather feedback on the Principal's leadership, communication, and community engagement.

7.3 Performance Rubrics

A detailed rubric outlining specific indicators for each evaluation criterion (e.g., instructional leadership, organizational management).

7.4 Evaluation Report Template

A standardized template for the evaluation committee to document findings, commendations, and recommendations.

8. Roles and Responsibilities

8.1 Board of Directors

- Oversee the evaluation process and approve evaluation instruments.
- Review and finalize the evaluation report.

8.2 Evaluation Committee

- Conduct the evaluation, gather data, and prepare the evaluation report.
- Provide constructive feedback and recommendations.

8.3 Principal

- Participate actively in the evaluation process, including completing the self-assessment.

Cyclical Principal Evaluation Policy

- Collaborate on the development and implementation of a professional development plan.

9. Confidentiality and Record Keeping

- Evaluation documents and feedback will be treated as confidential and stored securely.
- Only authorized personnel will have access to evaluation records.

10. Policy Review

This policy will be reviewed every three years to ensure alignment with best practices and evolving school needs.

11. Contact Information

For questions or concerns about this policy, please contact:

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 - **Phone:** 604.599.3828