

## OLGC School Principal Evaluations and Professional Growth

As stated in CISVA Policy 324

### Rationale

The purpose of the *CISVA Principal Professional Growth Plan* is to provide procedural guidelines for both the formative assessment of a Principal's professional growth and the summative evaluation of his or her performance. The goals of the *CISVA Principal Professional Growth Plan* are:

- to develop and maintain a learning environment for students that is consistent with the Gospel and a Catholic philosophy of education
- to assist principals in the full realization of their mission as Catholic educators
- to promote and facilitate a continuous program of principal reflection, decision making, and personal and professional growth
- and, to provide a formal process for the regulation of a consistent standard of best practice for Catholic leadership

### Policy

The specific intent of the *CISVA Principal Professional Growth Plan* is twofold. The first (formative) is to provide a vehicle for Principals to assess and reflect upon their professional practice and engage in sustained personal and professional growth. The second (summative) is to provide a formal process for regulation of a consistent standard of best Catholic leadership practice. To this end an annual process of a formative assessment co-exists alongside a cyclical process of a summative evaluation.

### Procedure

Summative evaluations of a school Principal will be carried out by the Superintendent's Office. The cycle for summative evaluation is:

- **Regular cycle:** in this cycle, a CISVA Principal is required to undertake a summative evaluation every five years.
- **New CISVA Principals:** Principals new to the profession are required to undertake a process of formative assessment in their 1<sup>st</sup> year and a summative evaluation in their 2<sup>nd</sup> and 5<sup>th</sup> years as Principal in CISVA.
- **Experienced Principals new to CISVA:** Are required to undertake a process of summative evaluation in their 2<sup>nd</sup> year in CISVA.
- **Special Circumstances:** There may be times a Principal may be required or request a summative evaluation independent of the regular cycle. Under these circumstances the permission of the Superintendent must be obtained.

The following process will be undertaken during the Principal's summative evaluation year:

- The Principal will be contacted by an Associate Superintendent by 30 June for the purpose of scheduling a pre-evaluation meeting and to confirm the date of the evaluation for the coming school year.
- The Pastor, Education Committee, teachers and support staff (the stakeholder groups) will be notified in advance by the Associate Superintendent about the evaluation process and timelines.

- The Associate Superintendent will use a web based on-line assessment tool called a 360° Survey to collect feedback from the stakeholder groups to inform his/her evaluation of the Principal.
- To ensure confidentiality for the stakeholder groups, completed surveys will be held in the strictest confidence and shared only with the Associate Superintendent. The Principal will be provided aggregate data only that cannot be attributed to any one stakeholder.
- A final copy of the CISVA Principal Summative Evaluation form is completed by the Associate Superintendent and signed by both the Principal and the Associate Superintendent.
- An original copy of the report will be placed in the Principal's file and a copy sent to the Principal.
- The Associate Superintendent will meet with the Pastor and Education Committee Chairperson and provide a summary of the Principal's evaluation.
- The Superintendent will meet with the Principal during the year subsequent to the summative evaluation to discuss progress in relation to the identified 'Areas for Growth'.