

Forms ADMIN 447 Principal/Vice-Principal Performance Appraisal: Approved and Sample Forms

Ontario Ministry of Education. (2013). *Principal/Vice-Principal Performance Appraisal: Technical Requirements Manual*. http://www.edu.gov.on.ca/eng/policyfunding/leadership/PPA_Manual.pdf

The following approved and optional forms are provided in the Technical Requirements Manual.

- Performance Plan Working Template (Optional Form)—Appendix B
- Annual Growth Plan Working Template (Optional Form)—Appendix C
- **Summative Report Form for Principals and Vice-Principals (Approved Form)—Appendix D**
- Improvement Plan Working Template (Optional Form)—Appendix E

PRINCIPAL/VICE-PRINCIPAL SELF ASSESSMENT *

ADMINISTRATION AND ORGANIZATION	Never	Always	Sometimes	N/A	Comment, if any
Management					
1. I establish and manage the school budget in accordance with budgetary practices as determined by the Board.					
2. I prepare and maintain inventories, statistical reports, records, and other reports, as required.					
3. I supervise the operation and maintenance of the building(s), grounds, and school equipment.					
4. I ensure that emergency procedures are functional and efficient.					
5. I implement MFIDSAB policies and procedures.					
6. I have regular, purposeful staff meetings.					
Leadership					
1. I create a feeling of unity and enthusiasm among staff, parents, and students.					
2. I demonstrate an open attitude toward teacher-initiated change.					
3. I demonstrate initiative and persistence needed to accomplish expectations set out by the Ministry of Education.					
4. I keep abreast of changes and developments in the profession by attending meetings, reading journals and other pertinent publications.					
5. I am patient, understanding, considerate, and courteous to students, staff, and parents.					
6. I address difficult staff members, parents, and students.					
7. I plan and establish a School Improvement Plan with staff and School Council.					
8. I act as a liaison with individuals and agencies relevant to the school operation.					
9. I act as a resource person and provide opportunities for continuous professional growth of staff.					
10. I encourage risk-taking.					
11. I am a change agent.					
12. I make a difference.					

***Note:** This Assessment Tool will be used as a basis for dialogue with the Supervisory Officer in the Performance Appraisal.

CURRICULUM	Never	Always	Sometimes	N/A	Comment, if any
1. I assist in the planning, implementation, and evaluation of curriculum at the school level.					
2. I facilitate the provision and coordination of materials, equipment, and resources.					
3. I show awareness of educational needs of the school community.					
4. I identify and provide for assistance to students who are experiencing difficulty.					
5. I initiate and coordinate the design and implementation of programs to meet specific needs.					
6. I promote testing for diagnostic purposes.					
7. I advocate for appropriate programs to meet student needs					
8. I effectively evaluate program practices.					
9. I ensure that every student's needs are met and that special (individual) programs are provided.					
10. I promote the sharing of ideas, expertise, and resources, with support personnel.					
11. I ensure that good teaching takes place in the school.					
12. I ensure that assessment of students is authentic, ongoing, and in keeping with Ministry and Board guidelines.					
Other:					
SUPERVISION AND EVALUATION	Never	Always	Sometimes	N/A	Comment, if any
1. I conduct performance appraisals for growth of all school employees consistent with Board and Ministry policies.					
2. I ensure that appraisal of staff is authentic and ongoing.					

Other:

STAFF RELATIONS	Never	Always	Sometimes	N/A	Comment, if any
1. I foster mutual respect among all staff members.					
2. I actively promote high staff morale.					
3. I provide clear expectations for staff members.					
4. I encourage all staff to share in extra responsibilities.					
5. I promote an atmosphere of team building by encouraging staff input when planning.					
6. I encourage open communication channels.					
7. I am knowledgeable of the abilities and interests of staff.					
8. I exhibit sensitivity to the feelings of teachers.					
9. I provide opportunities to enhance teachers' feelings of personal esteem.					
10. I am available for consultation and discussion of various topics.					
11. I provide feedback to teachers based on observation of performance.					
12. I provide assistance to teachers in developing appropriate and realistic short and long-term goals.					
Other:					
PUBLIC RELATIONS	Never	Always	Sometimes	N/A	Comment, if any
1. I establish and maintain effective means of communication and cooperation between the school and all partners.					
2. I promote public awareness of the school's philosophy, activities, policies, and programs.					
3. I am aware of and respond to school community needs and expectations.					
4. I ensure that student progress is reported to parents on a regular basis.					
5. I encourage staff members to foster a good public image of the school and the system.					
6. I ensure that the school community provides a welcoming environment.					
7. I encourage volunteer participation in the school community.					
Other:					

STAFF QUESTIONNAIRE

This survey is being conducted to find out what the feeling and expectations of the staff is towards our school. Please read it carefully and fill it out honestly. As the information provided by the results will give directions for our school in the coming year, each staff member is encouraged to complete it. Your co-operation is greatly appreciated.

ADMINISTRATION AND ORGANIZATION	Never	Always	Sometimes	N/A	Comment, if any
Leadership					
1. Leadership is consistent with the Board's mission statement.					
2. The Principal fosters in the students, respect for self, for others, and for the school.					
3. The Principal strives to know each student as an individual.					
4. The school provides an environment that is open and welcoming.					
5. The Principal creates a climate where the teachers feel free to talk to the Principal about school problems.					
6. The Principal promotes a sense of community among the teachers of the school.					
7. The Principal stresses "professional" rather than "political" considerations when communication information and planning for change.					
8. The Principal displays leadership in improving the quality of educational programs.					
9. The Principal puts ideas suggested by teachers into practice.					
INDICATOR	Never	Always	Sometimes	N/A	Comment, if any
Curriculum					
1. The Principal provides opportunities for student growth.					
2. The Principal considers "what is best for the students" when making decisions affecting educational programs.					
3. The Principal has made sure that the goals of the school improvement plan are made known to teachers, students and parents.					
4. The Principal sets an example and expectations for the staff by working toward the achievement of goals.					
5. The Principal encourages high expectations for all those involved in learning.					

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INDICATOR	Never	Always	Sometimes	N/A	Comment, if any
Administration and Organization					
1. The goals of the school improvement plan are clearly defined.					
2. The Principal takes a strong interest in the professional development of teachers within the school.					
3. The Principal fosters an environment that effectively deals with the Code of Conduct.					
4. The Principal provides sufficient learning materials required to do the job well.					
5. The Principal is open to input about administrative practices and policies of the school.					
Staff/Public Relations					
1. The Principal actively seeks input from teachers.					
2. The Principal is willing to delegate decision-making to teachers.					
3. The Principal, to a large extent, appreciates the challenges faced by teachers.					
4. The Principal does things that make it pleasant to be on staff.					
General Comments:					
The thing I like most...					
The one thing I would most like to "fix"...					

Date

SCHOOL COUNCIL/PARENT QUESTIONNAIRE

This survey is being conducted to find out about the feelings and expectations of parents towards our school. Please read it carefully and fill it out honestly. The information provided will help in the development of the school improvement plan for next year. Your co-operation is greatly appreciated.

INDICATOR	Never	Always	Sometimes	N/A	Comment, if any
Leadership					
1. Leadership is consistent with the Board's mission statement.					
2. The Principal fosters in the students, respect for self, for others, and for the school.					
3. The Principal strives to know each student as an individual.					
4. The school provides an environment that is open and welcoming.					
5. The Principal has made sure that the goals of the school improvement plan are made known to teachers, students, and parents.					
6. The Principal encourages high expectations for all those involved in learning.					
7. The Principal displays leadership in improving the quality of the educational programs.					
8. The Principal and the school foster respect for the school, visitors, its neighbourhood, and the community in my child(ren).					
9. My child(ren) seem(s) comfortable and satisfied with the school.					
Curriculum					
1. The Principal provides opportunities for student growth.					
2. The Principal considers "what is best for the students" when making decisions about educational programs.					
Public Relations					
1. The Principal provides adequate information from the school about:					
a. My child(ren)'s achievement					
b. My child(ren)'s behaviour					
c. School activities					
d. School rules and policies.					

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e. The school's philosophy					
f. Programs					
2. When contacting or being contacted by the Principal, I was comfortable speaking with the Principal.					
3. As a parent, I feel that I have been given adequate opportunities for input at the school level.					
Management					
1. The Principal fosters an environment that effectively deals with the Code of Conduct.					
2. The Principal is open to input about administrative practices and policies of the school.					
The thing I like best about our school is...					
The one thing I would most like to "fix"...					
Other:					

Signature of Parent/Guardian: _____

Date: _____