



Examples of Completed Forms

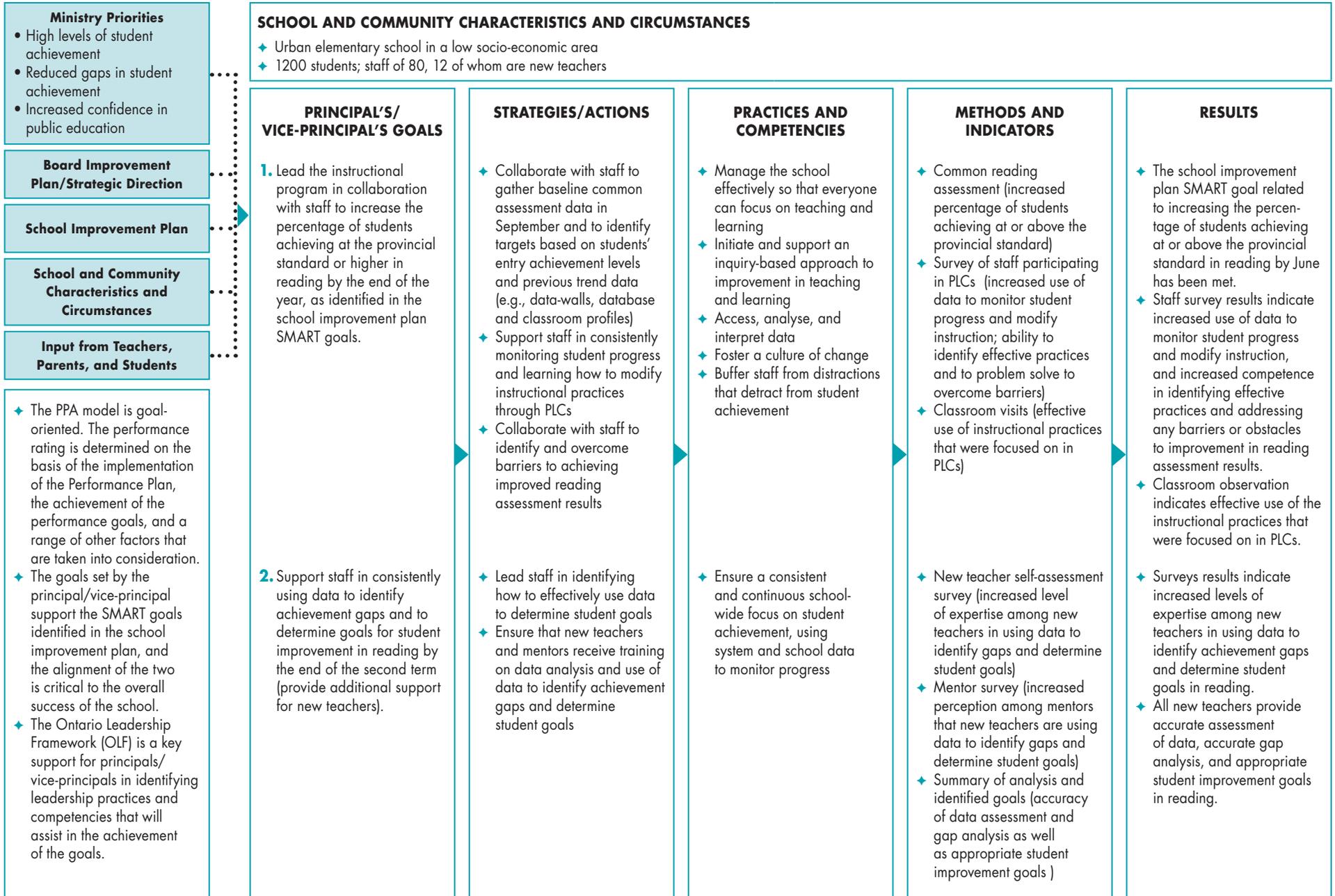
PRINCIPAL/VICE-PRINCIPAL PERFORMANCE APPRAISAL • 2010



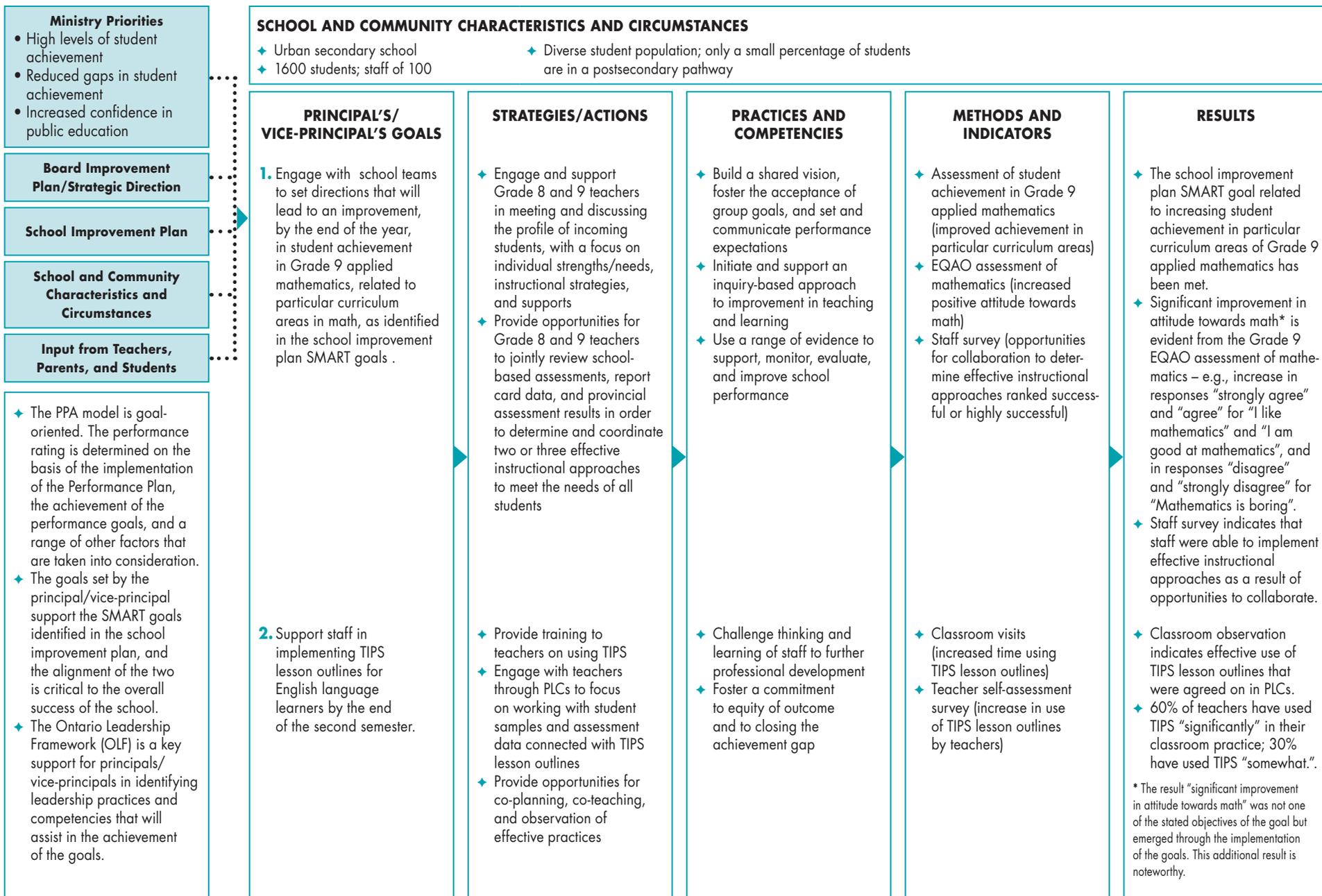
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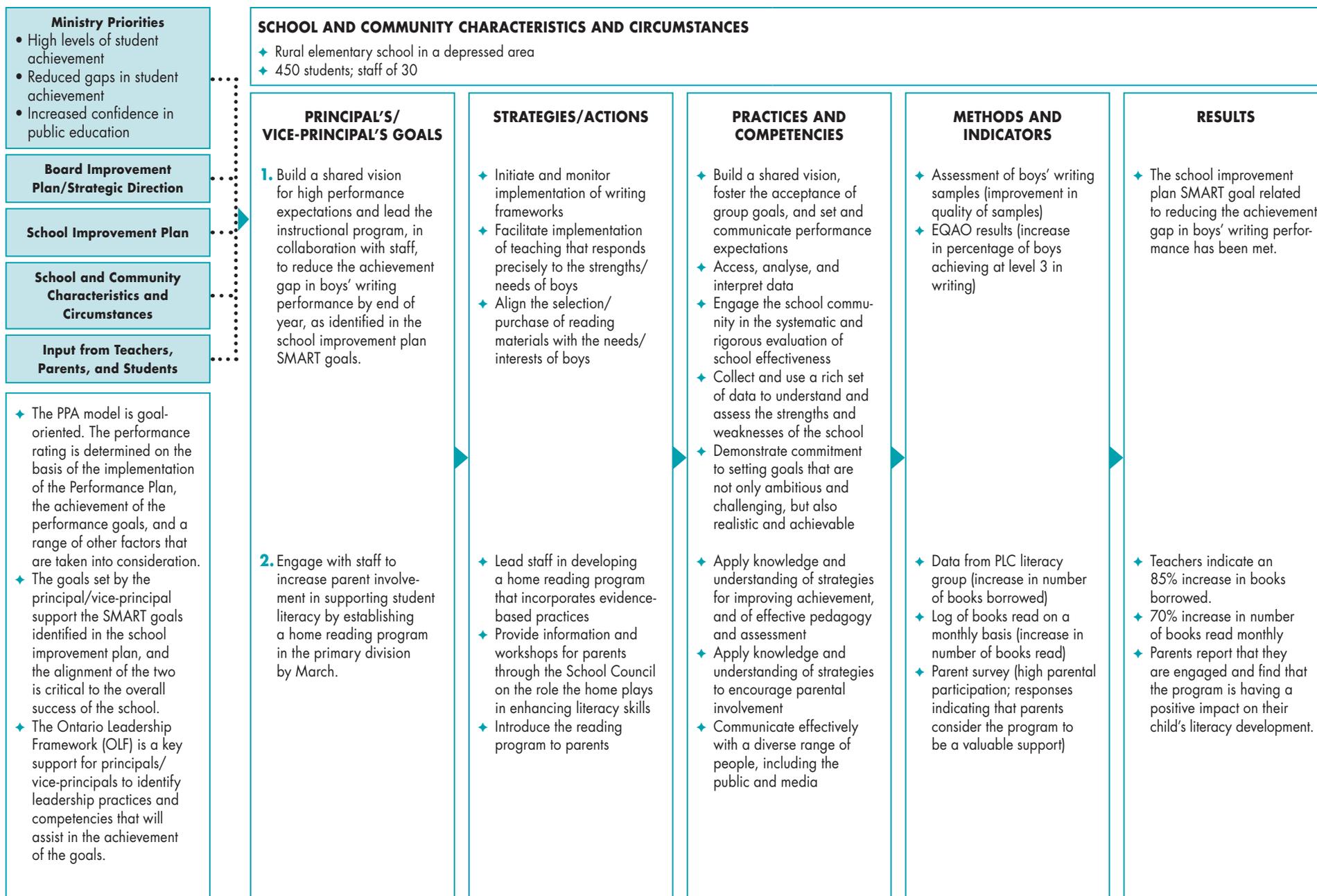
Performance Plan



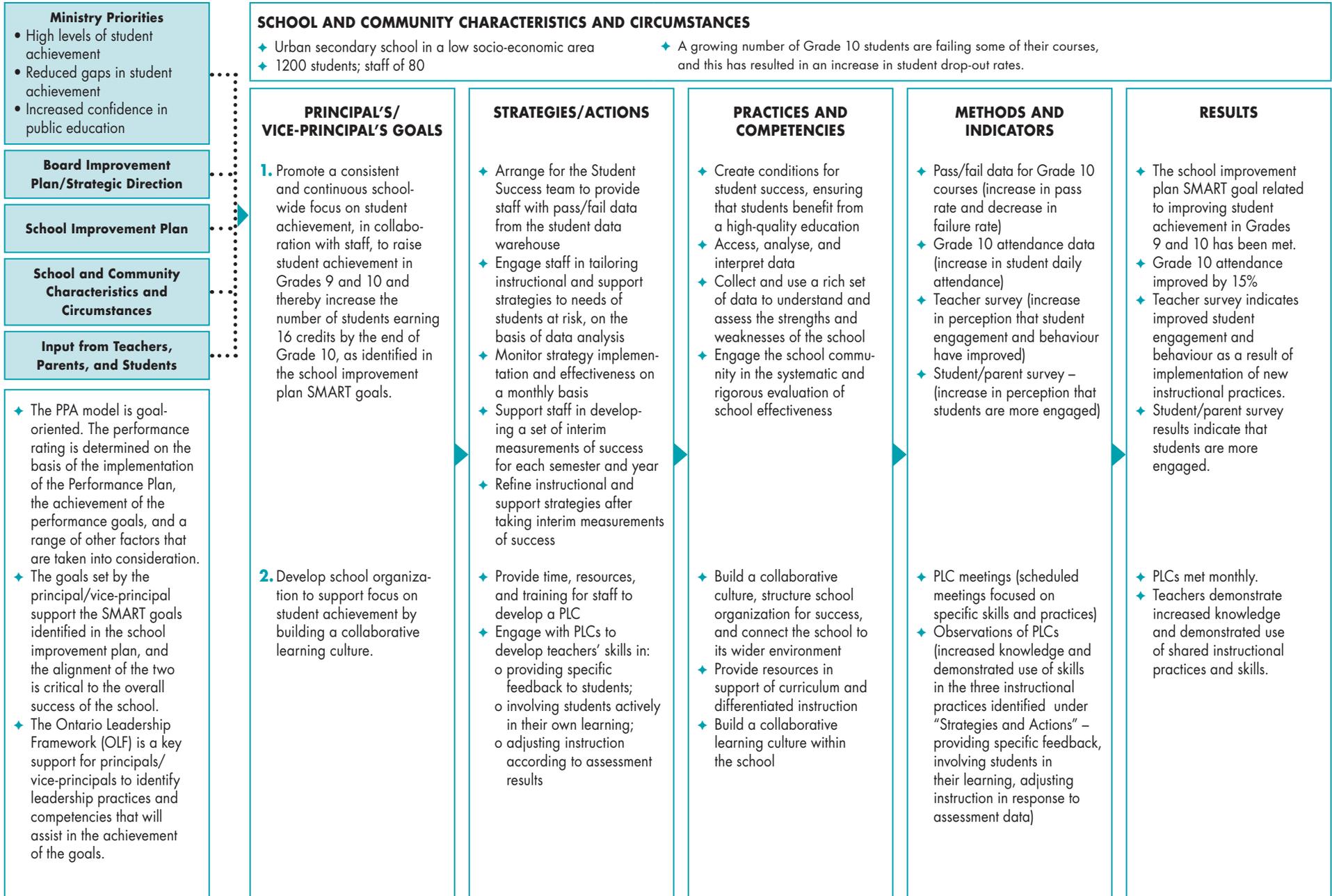
Performance Plan



Performance Plan

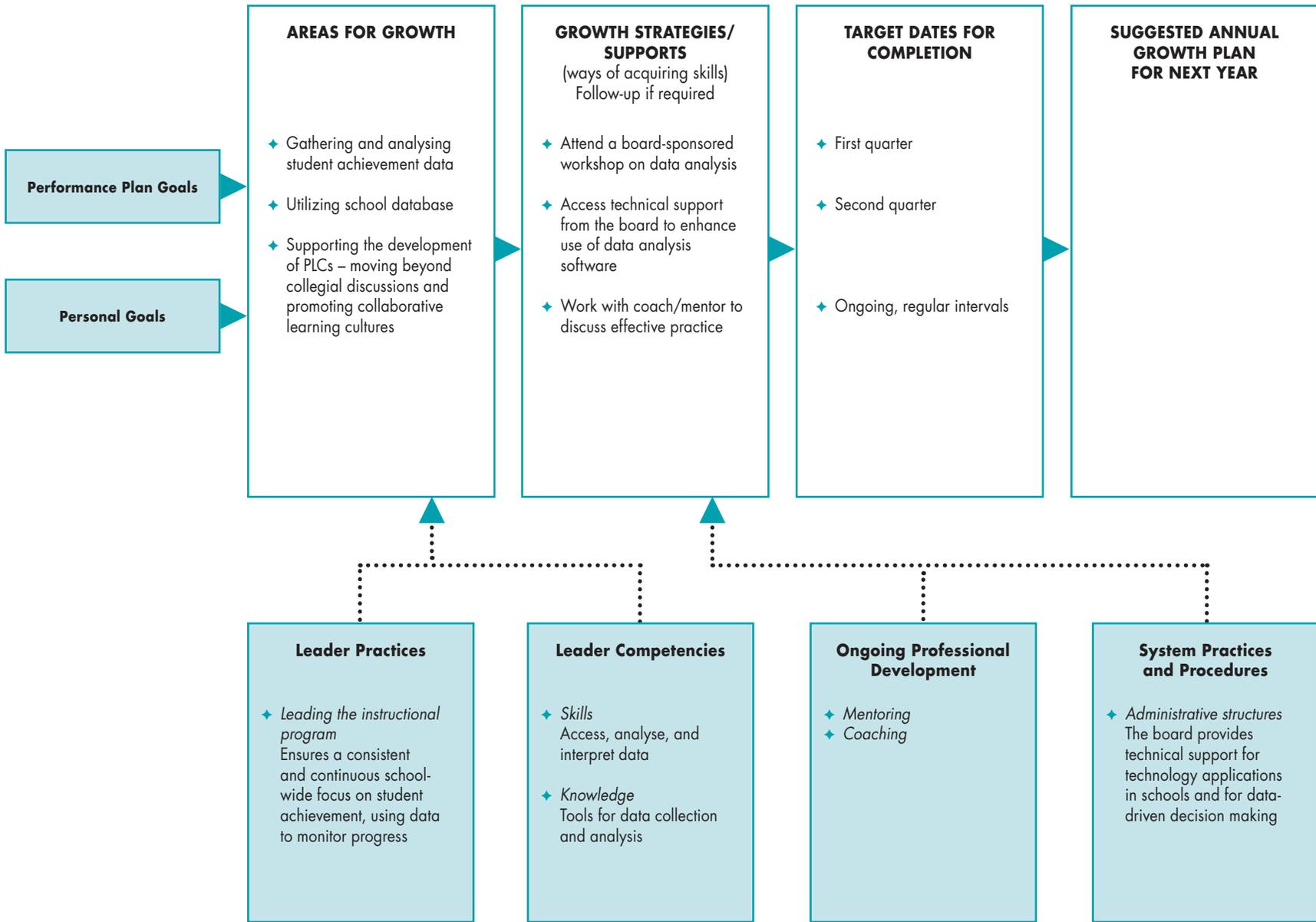


Performance Plan



Annual Growth Plan

Example



Improvement Plan

Example

Appraisee

Position (circle one): Principal Vice-Principal

Last Name

First Name

Wong

Jason

Appraiser

Position (circle one): Supervisory Officer Principal

Last Name

First Name

Nadirah

Said

Name of School

Name of Board

A High School

B District School Board

Appraisal Year

2010-11

Element of Criteria for Rating (as per the criteria from section 2.7.2.1, “Determining the Rating”)	Explanation of Concern	Practices and Competencies Needing Attention (from the Ontario Leadership Framework)	Steps to Be Taken (developed by appraiser in consultation with appraisee)	Indicators of Success (developed by appraiser in consultation with appraisee)	To Be Completed by
The extent to which the appraisee worked diligently and consistently towards the implementation of the actions identified in the Performance Plan	No evidence that the principal took concrete steps to implement actions	Establish and sustain appropriate structures and systems for effective management of the school	<ul style="list-style-type: none"> Provide time, resources, and training for staff to develop PLCs At workshop session, lead staff in identifying how to use data effectively to determine student learning goals 	PLC teams have been established, with meetings scheduled to focus on specific skills and practices Staff demonstrate an increased level of expertise in using data to identify achievement gaps and to determine student learning goals (as evidenced by data walls in classrooms, use of data spread-sheets etc.)	Within 30 days* of receipt of the improvement plan
The effectiveness of efforts made to overcome challenges faced by the appraisee in carrying out the actions identified in the Performance Plan	Staff resisted proposed change and principal did not proceed with it	Apply knowledge and understanding of change-management strategies	Attend board workshop on change management; review literature on change management	Evidence that change-management strategies are being applied – sharing of goals, engagement of staff, more participation by staff	Workshop Date: dd/mm/2010 Mobilize staff participation within 45 days* following workshop.

(continued)

Note: The comments provided here are examples only. Actual comments should be relevant to the particular appraisee and the particular context, and will include elements or considerations appropriate to the particular situation.

* Timelines will be decided by the appraiser in consultation with the appraisee and will be based on what is considered a reasonable time for the identified steps to be taken.

Element of Criteria for Rating (as per the criteria from section 2.7.2.1, “Determining the Rating”)	Explanation of Concern	Practices and Competencies Needing Attention (from the Ontario Leadership Framework)	Steps to Be Taken (developed by appraiser in consultation with appraisee)	Indicators of Success (developed by appraiser in consultation with appraisee)	To Be Completed by
The efforts made by the appraisee to engage teachers and others in the development of the goals and implementation of the actions identified in the Performance Plan	No evidence that the principal has successfully engaged staff in the achievement of goals	Inspire, challenge, motivate, and empower others to carry the vision forward	Develop an engagement strategy for staff; share key goals; create forums for discussion and debate about strategies; enlist support of staff in implementation	Staff members indicate that they feel well-informed and included in plans. A number of staff members have joined an implementation team.	Within 45 days* of receipt of this plan
The actual goals achieved, or not achieved, by the appraisee	None of the goals in the Performance Plan has been achieved	Applies knowledge and understanding of the use of a range of evidence to support, monitor, evaluate, and improve school performance	Work on the actions outlined above	As above	n/a
The rationale provided by the appraisee for goals not achieved	None given				
The demonstrated ability and willingness of the appraisee to implement actions to address the goals not achieved	None demonstrated				

Learning needs of appraisee, with respect to carrying out the Improvement Plan (to be developed by appraiser, in consultation with appraisee)	
Need	Strategies and supports to be provided
<ul style="list-style-type: none"> • Change-management strategies • Staffengagement strategies • Knowledge about collecting and reviewing data to support goals 	<ul style="list-style-type: none"> • Board workshop on dd/mm/2010 [appraisee to schedule] • Review of literature: [consult professional library; list sources] [appraisee] • Discuss with coach (to be identified by appraiser) [appraisee to contact and schedule] • Consult resource materials provided by board; discuss with coach

Supervisory Officer's/Principal's Signature _____

Date _____

Principal's/Vice-Principal's signature indicates the receipt of the Improvement Plan.

Principal's/Vice-Principal's Signature _____

Date _____



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10-206

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