

Summative external evaluations of the principal of Elizabeth Buckley School are to occur every three years.

Procedure

If a job description for the principal does not exist, one should be written. This is the responsibility of the Board, assisted by the principal.

A written request is initiated and conducted by the Board and sent to the FISA office a year in advance of the intended review. The cost of the evaluation will be determined at that time.

An evaluator (appointed by FISA) visits the school, meets several times with the leadership, and speaks to staff and students. Meetings with selected staff members can also be included. Adequate time to evaluate is necessary.

A report is presented to and shared with the principal. The principal may record any concerns he/she has regarding the report, and then signs the report.

The report is sent to the Board, with a covering letter. Since it is the Board's responsibility to initiate and pursue administrative evaluations, it is also their choice on how they deal with recommendations made in the report.

The report is the property of the Board and should be filed securely with other confidential Board material. The principal retains his or her personal copy.