



**Official Policy  
of  
Ogden Preparatory Academy**

**2. Administration**

**2.02.POL Principal Evaluation Policy**

**Effective/Revision Date:** 8/27/2013

**Page 1 of 1**

**Policy**

A primary function of the Board of Directors is to employ and oversee the Principal. To that end, the Board shall evaluate the Principal at the end of each school year in the following manner:

- At the beginning of each school year, performance expectations for the Principal for the upcoming school year will be developed by the Board with assistance of the Principal. These performance goals will be presented to the Board for approval;
- An interim, mid-year, evaluation of the Principal's performance will be reviewed by the Board and then presented to the Principal by the Principal Evaluation Committee including the President, Vice President and one other Board member;
- At the end of each school year, a complete evaluation of the Principal will be conducted by the Board and presented to the Principal by the President, Vice President and one other Board member. Evaluation criteria shall include:
  - a. Educational Leadership;
  - b. Relationship with the community;
  - c. Relationship with the Board;
  - d. Review of performance expectations;
  - e. Fulfillment of other roles and responsibilities as defined in the Administrator's job description;
  - f. Fulfillment of yearly goals.

At the end of the year evaluation, data will be garnered from evaluation surveys from students, staff, parents and Board members that are returned directly to the Evaluation Committee. All Board members will receive the evaluation survey. The Evaluation Committee shall discuss their report and the results of the surveys with the Principal in May. The final report shall be presented to the Board at the end of the school year. The Principal is responsible for completing the Vice Principals' evaluations.

Document History

Approved: 8/27/2013