



ES level Promotion Criteria for School Principals

As per the letter no. MoE/HRD/RCSC/42/2015/1031 dated 13th August 2015 regarding the Criteria for ES level promotion, the Ministry during its 170th HRC Meeting held on 10th July 2015 reviewed and recommended the following sub-criteria for the four criteria in lieu of **Publication**.

In line to that, on 24th August 2016, the HRD had organized a Meeting with representatives from the EMD, TPSD and the HRD at the EMD Conference Hall to review these 4 criteria in depth. Further the revised criteria have been accorded approval in the 188th HRC Meeting held on 30th September 2016.

Note: Applicants for ES level promotions are strictly requested to adhere to the following 4 criteria prior to submission of their proposals unless otherwise specified. An applicant must possess a minimum of 6 years of experience at P1A to be promoted to ES levels.

1) Consistent School Performance as per the Performance Management System (PMS) generated by the EMD, DSE. (40% of the total weighting)

The School Performance for the last 2 years need to be considered. The following needs to be taken into account;

- Consider Highest level of classes

A School having classes from PP-X/XII or VII-X/XII or IX-X/XII and featuring in TOP 10 or the School having Cl. X/XII might consider the class level that is in TOP 10.

- e.g. PP-VI (consider only VI)
- PP-X (consider only X)
- PP- XII (consider only X and XII) --- X-40% and XII-60%
- IX-XII (consider only X and XII) --- X- 40% and XII- 60%

Significant Improvement/Jump- *the below calculation to be done if your school doesn't fall in the TOP 10:*

Example:

Class	2014 (rank)	2015 (rank)	Jump (%)
X (40%)	80	40	40/80 * 40 = 20%
XII (60%)	50	30	30/50* 60 = 30%
Total			50%

Therefore the above case qualifies.

- cl. X – 40% (Weighting allocated)
- cl. XII – 60%

- If the total jump is 50% or more for 2 years, we could consider.
- Need a minimum of 50% jump.

The above table could be used for the calculation of the jump for your respective schools.

2) Ability to Lead other Principals in terms of School leadership and management and mentor Principals and VPs/Mentoring or Coaching (30%)

Levels of mentoring

Frequency at School level:

- Minimum once a month with a minimum of two-third of the staffs (for large schools only)

Frequency outside in clusters

- At least 2 times (minimum) a year
- Participants : principals and VPs

Frequency at District level/ Principal Conference:

- once a year

Note: Mentoring – related to Academics and Leadership.

Avenues to conduct Mentoring and coaching:

- During Principal’s Conference.
- Making him/her invited by other schools.
- Organizing in clusters with permission from DEOs or TRC Coordinators.
- Doing mentoring in one’s own school during school level monitoring.

Categories of Mentoring	Levels of Mentoring		
	Frequency at School Level	Frequency outside in clusters	Frequency at District level
Academics			
Leadership			

The above format to be filled, authenticated and to be endorsed by CDEO/CTEO along with the production of qualitative documentation as evidences. Recommendation should come from immediate supervisor and Professional Associates.

3) Conduct PD Programme (20%)

Categories of PD Programmes	Facilitated (60% - 96 hours)	Attended (40%- 64 hours)	Total no: of hours
Academics			
Leadership			
Total no: of hours			

The above format to be filled, authenticated and to be endorsed by CDEO/CTEO along with the production of qualitative documentation as evidences. Recommendation should come from immediate supervisor and Professional Associates.

Mandatory: 160 hours (20 days) in the Promotion cycle (5-6 years)

Facilitated: 60% - 96 Hours

Attended: 40% - 64 Hours

Related to Academics and leadership.

Attending: 40%

Any trainings attended on Administration and Leadership.

Learning Pedagogy, Teaching- Academics

Life skills- Non-Academics

Facilitation: 60%

Facilitation at School Level: 50%

Facilitation at Cluster level: 30%

Dzongkhag/Regional/National/International: 20%

4) Recipient of National Order of Merit: only for leadership (10% of total weighting)

Note: Submission of National Order of Merit only if the applicant is the recipient of the award and this is not mandatory if he/she doesn't possess any awards. It will be value addition (plus point) if the Principal has the Certificate.

Publications:

Technical body with representatives from -EMD, TPSD, HRD, REC, BCSEA (professional bodies) will be formed to review the publication during presentation.

If you have publication, PD is mandatory, but one can do away with the following 3 criteria:

SI#1. Consistent School Performance as per the Performance Management System (PMS) generated by EMD, DSE

SI#2 Ability to lead other Principals in terms of School leadership and management and mentor Principals and VPs/Mentoring or Coaching

SI#4 Recipient of National Order of Merit: only for leadership

Note: if you possess publications, PD programmes shall be given 50% weighting and 50% will be allocated to 'Publications'

Human Resource Division, MoE