



Republic of Rwanda  
Ministry of Education

## **HEAD TEACHER IMIHIGO FOR THE ACADEMIC YEAR 2025-2026**

### **I. IDENTIFYING DETAILS**

#### **I.A. School Details**

District:

School Name:

Sector:

School Code:

#### **I.B. Head Teacher Details**

Family name:

First name:

Date of Birth:

National ID number:

Sex:

TMIS staff code:

SDMS staff code:

## II. OVERALL PERFORMANCE EXPECTED FROM HEAD TEACHERS

Head Teacher overall performance will be evaluated based on 2 domains:

- i) School Management
- ii) School Performance

These domains in each Head Teacher imihigo performance will be evaluated as follows:

Domain	Indicators	Description
<b>School Management</b>	<ol style="list-style-type: none"><li>1. Creating strategic direction for the school.</li><li>2. Leading Teaching and Learning</li><li>3. Working with parents and wider community</li></ol>	<p><b>Headteachers will be evaluated based on their core functions and expected results, including the ability to:</b></p> <ol style="list-style-type: none"><li>1. Develop and implement a clear School Improvement Plan and regularly monitor progress.</li><li>2. Ensure resolutions from the School General Assembly and its committees are effectively carried out.</li><li>3. Ensure all school data entered in Education Data Systems is true/accurate, complete, and timely.</li><li>4. Conduct teacher evaluations with fidelity and accuracy, and report findings transparently</li><li>5. Coordinate and oversee Continuous Professional Development (CPD) activities within the school.</li><li>6. Organise and monitor remedial learning programs</li><li>7. Coordinate the effective implementation of the school Feeding program.</li><li>8. Properly manage and maintain school infrastructure and assets.</li><li>9. Uphold high standards of school hygiene and sanitation.</li><li>10. Ensure transparent and accountable use of capitation and school feeding grants, with timely reporting.</li></ol>
<b>School Performance</b>	<p>National Examinations School Pass Rate</p>	<p><b>Headteachers will be evaluated based on their School Performance in National Examinations, according to the education levels in their schools:</b></p> <ul style="list-style-type: none"><li>• P6 National Examinations Results</li><li>• S3 National Examinations Results</li><li>• S6 National Examinations Results</li></ul>

### III. Performance Expected (Results and Indicators) From the Headteacher

No.	Expected results	Indicators	Evaluation Timeline
1.	School Improvement Plan (SIP) and Implementation status of the SIP	School Improvement Plan approved	Annually
		Detailed reports on implementation status of the School Improvement Plan	
2.	School General Assembly/ Sub-committee meetings resolutions implemented	Meeting minutes taken with clear resolutions Implementation status of resolutions	Termly
3.	Continuous Professional Development (CPD) meetings	Number of CPD sessions organized	Termly
4.	Remedial program Implemented	Remedial program Implementation in school	Termly
5.	Effective implementation of the School Feeding program	School feeding stock Management	Termly
6.	Teacher Evaluations Conducted	Evaluation reports accurate and complete	Termly
7.	Effective Management of Data Systems (SDMS & CAMIS)	Truth/Accuracy, Completeness and Timeliness	Termly
8.	Effective Management of School Infrastructure and Assets	Well-maintained infrastructure and assets	Termly
9.	Hygiene and Sanitation improved	Cleanliness standards maintained	Termly
10	School funds properly utilized	Accurate and complete financial records	Termly
		Rational use of school funds	
11	Improved National Examinations Results	100% pass rate of national exam candidates	Annual

We have discussed and agreed on the results that are expected of the Head Teacher in the current academic year and measuring indicators to improve learning outcomes.

I commit myself to achieve the above stated tasks by the end of the school year ...../.....

**Head Teacher's Name:** .....

**Date:** ...../...../.....

**Signature:** .....

**Supervisor's Name:** .....

**Job Title:**

**Date:** ...../...../.....

**Signature:** .....



## IV. PERFORMANCE EVALUATION

Headteacher performance will be evaluated using an aggregate score of School Management and School Performance.

### A1. School Management

The School Management domain will be evaluated by the District/City of Kigali. Each expected result will be scored on a scale of 0–5, with the subtotal calculated out of 50.

#### A.1. Evaluation of Expected Results

Expected results	Indicators	Evaluation Timeline	Marks Awarded /5
School Improvement Plan and Implementation status of SIP	School Improvement Plan approved Detailed reports on implementation status of the School Improvement Plan	Annually	
School General Assembly/ Sub-committee meetings resolutions implemented	Meeting minutes taken with clear resolutions Implementation status of resolutions	Termly	
Continuous Professional Development (CPD) meetings	Number of CPD sessions organized	Termly	
Remedial program Implemented	Remedial Implementation plan in school Remedial program Implementation in school	Termly	
Effective implementation of the School Feeding program	School feeding stock Management	Termly	
Teacher Evaluations Conducted	Evaluation reports accurate and complete		
Effective Management of School Infrastructure and Assets	Well-maintained infrastructure and assets	Termly	
Hygiene and Sanitation improved	Cleanliness standards maintained	Termly	
School funds properly utilized	Accurate and complete financial records	Termly	
	Rational use of school funds	Termly	
Sub-Total		/50	

## **A.2. School Performance**

The School Performance domain will be evaluated by the Ministry of Education (MINEDUC) and the National Examinations and Schools Inspection Authority (NESA).

*To be provided by the Ministry of Education at the end of the academic year*

Indicator	Score /50	Conducted by
1. School Performance in National Examinations		MINEDUC and NESA
2. Effective Management of Data Systems (SDMS & CAMIS)		MINEDUC and NESA

## **IV. RECEIPT OF RESULTS**

<b>a) Head Teacher</b> Name: SDMS Staff Code: TMIS Staff Code: Date:	<b>Head Teacher's comments</b>
<b>b) Sector-level Evaluator</b> Name: Sector Name: Job Title: Date: Signature:	<b>Comments</b>
<b>c) District-level Evaluator</b> Name: District Name: Job Title: Date: Signature:	<b>Comments</b>