



Archdiocese of Seattle, Office for Catholic Schools

SECONDARY PRINCIPAL EVALUATION REPORT

Principal:	School & City:
Superintendent:	Date:
OCS or Board Representative:	

Instructions: Please mark the level of achievement in each category using the following numbered responses.

1 = Consistently, 2 = Partially, 3 = Not at all, 4 = Insufficient information

This can either be marked prior to the evaluation meeting or during the meeting and discussion. An interactive version of this evaluation form is available from Office for Catholic Schools, which allows you to type in your comments. If the comments extend beyond the space allowed, attach extended comments as an appendix.

A. Provides leadership in developing and evaluating the philosophy, goals, and objectives for the school.

- Collaborates with the Superintendent, School Commission and Administrative Council in implementing the mission and philosophy for the school
- Provides leadership and support for the accreditation process in the school (strongly suggest works on accreditation team for another school)
- Provides leadership and direction in implementing and following the SIP (School Improvement Plan)
- Collaborates with the Office for Catholic Schools in developing school programs, i.e. participating in programs, meetings, etc. sponsored by the Office
- Convenes staff to promote the integration of the school's mission, goals and policies while promoting a work environment of collaboration, subsidiary, and shared decision making.

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS Rep/Board:** _____

Comments:

B. Promotes ministry in the school as part of the mission of Catholic education.

- Promotes and supports opportunities for students to receive sacraments and celebrate liturgies.
- Promotes and fosters spiritual growth for the students through retreats and opportunities for community service
- Supervise the work of the Religion Department to assess curriculum and promote living the gospel values
- Work to promote Catholic identity throughout all areas of the school life
- Encourages opportunities for Pastors to interact with the students and encourage students' participation in their home parish, particularly through the preparation for the sacrament of Confirmation

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS/Board Rep:** _____

Comments:

C. Provides a spirit and climate for continued faith development of the school.

- Provides opportunity and has high expectation that teachers will attend Catechetical Certification trainings and retreats
- Provides and, when appropriate, leads retreat and prayer experiences with school community
- Begins all meetings with prayer
- Personally serves as a role model for leadership that is compatible with Christian values
- Encourages a physical climate that exhibits examples of Catholic art and expressions

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS/Board Rep:** _____

Comments:

D. Provides leadership for long-term planning for the school.

- Works with School Advisory Board for long range planning and goal setting
- Collaborates with School Advisory Board in preparing annual budget and setting priorities
- Works with Development (Committee and/or staff and volunteers) to develop a long range financial plan for the school including fund solicitation, fund raising, alumni development and endowment programs

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS/Board Rep:** _____

Comments:

E. Effectively develops & administers the school budget.

- Oversees the development of an overall financial plan for the school.
- Collaborates with the School Board in preparing annual budget and modifying it as needed.
- Plans and prepares for long term and short term maintenance of facilities, buses, technology, and salary /benefits costs for staff

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS/Board Rep:** _____

Comments:

F. Provides for smooth day-to-day operation of the school.

- Oversees the development and maintenance of accurate and current student records and files
- Ensures the preparation and submission of all necessary reports to the state and Office for Catholic Schools in a timely manner
- Is responsible for assigning and supervising the creating of plans, schedules, a yearly school calendar, events, assemblies, enrichment opportunities and communicating these to staff and families in a regular and timely fashion: (keeping a balance to provide time for quality educational time)
- Works with maintenance staff and volunteers to ensure that the physical plant is clean, secure and safe
- Follows policies and procedures of the Archdiocese and the Catholic Schools, and aligns local policy to be in compliance

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS/Board Rep:** _____

Comments:

G. Provides professional development opportunities for faculty and staff

- Provides for instructional resources and professional development opportunities while encouraging staff participation in personal and professional development
- Teachers participate in Archdiocesan in-service, workshops, conventions and convocations
- Teachers and principal maintain memberships in local, state or national professional organizations

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS/Board Rep:** _____

Comments:

H. Supervises faculty & staff performance effectively.

- Ensures the supervision and evaluation of certified and support staff, minding policies outlined in the Catholic Schools Policies and Procedures Manual
- Is responsible for terminating staff when necessary, following policies and in consultation with the Office for Catholic Schools.

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS/Board Rep:** _____

Comments:

I. Treats all constituents with respect.

- Ensures the development and maintenance of effective communication systems between parents, teachers and school administration through regular written and verbal communication
- Provides for regularly scheduled meeting opportunities for parents and teachers
- Ensures the development of policy and procedures for disciplining students that incorporates the value of justice while promoting positive discipline and clear consequences for inappropriate behavior (parent communication is primary to positive discipline procedures)

Principal Rating by Superintendent: _____ **Principal:** _____ **OCS/Board Rep:** _____

Comments:

J. Communicates effectively with:

- Has good written communication skills, uses a weekly (or bi-weekly) newsletter to staff, pastors, parents and School Board.
- Returns phone calls, emails and messages in a timely manner
- Uses skills to facilitate and support communication between all members of the school community, can help resolve communication issues when they arise

Faculty/Staff	Superintendent:	Principal:	OCS/Board Rep:
Parents	Superintendent:	Principal:	OCS/Board Rep:
Advisory Board	Superintendent:	Principal:	OCS/Board Rep:
Admin. Team	Superintendent:	Principal:	OCS/Board Rep:
Superintendent/OCS	Superintendent:	Principal:	OCS/Board Rep:
Students	Superintendent:	Principal:	OCS/Board Rep:

Comments:

K. Establishes a school climate conducive to the learners' academic growth.

- Ensures the development and implementation of a comprehensive curriculum program that complies with Archdiocesan and state standards
- Implements instructional goals and objectives for each department
- Supervises the evaluation and assessment of student achievement through both standard and individualized assessments and results are shared with parents
- Provides leadership and direction in implementing the School Improvement Plan as part of the Accreditation process

Principal Rating by Superintendent: _____ Principal: _____ OCS/Board Rep: _____

Comments:

OVERALL: This year the performance of the principal meets expectations.

Principal Rating by Superintendent: _____ Principal: _____ OCS/Board Rep: _____

Comments:

Signatures:

Superintendent

Date: _____

Principal

Date: _____

OCS/Board Representative

Date: _____