



Archdiocese of Seattle, Office for Catholic Schools

EVALUATION: SECONDARY HEAD OF SCHOOL

Head of School:	School:
School Board President:	Date:
Superintendent:	

Instructions:

1. The head of school, using the criteria of the job description listed below, submits a self-evaluation of his or her successes and challenges to the president of the school board and outlines the proposed performance goals for the following year, based on the school's strategic plan.
2. The president of the school board, in consultation with other board members and selected staff, evaluates the head of school and confirms or modifies the performance goals for the following year.
3. The head of school and the chair of the board discuss the evaluation, noting points where agreement cannot be reached.
4. The head of school and the chair of the school board meet to discuss the evaluation with the superintendent, who makes comments and signs on behalf of the Archbishop.

NOTE: The following numbers should be used to record ratings.

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

A version of this evaluation is available from the Office for Catholic Schools that allows comments to be typed on the form. If the comments extend beyond the space allowed, extended comments can be attached 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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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)

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

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	Head of School:	School Board President:
Parents	Head of School:	School Board President:
Advisory Board	Head of School:	School Board President:
Administrative Team	Head of School:	School Board President:
Superintendent/OCS	Head of School:	School Board President:
Students	Head of School:	School Board President:

Self Evaluation:

Evaluation, School Board President:

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

Rating by Head of School: _____ **School Board President:** _____

Self Evaluation:

Evaluation, School Board President:

OVERALL: This year the performance of the Head of School meets expectations.

Rating by Head of School: _____ School Board President: _____

Self Evaluation:

Evaluation, School Board President:

Performance goals of the head of school for the next school year

Comments, School Board President:

Signatures

Head of School

Date: _____

School Board President

Date: _____

Superintendent

Date: _____

Comments of the Superintendent

Comments of the Head of School (Optional)