



ELEMENTARY PRINCIPAL EVALUATION REPORT

Principal:	School & City:
Canonically Appointed Director:	Date:
OCS Representative:	

Directions: Built on the **National Catholic School Standards and Benchmarks**, the following categories represent the work of a Catholic school principal. As you read and reflect on each of the categories and the associated benchmarks:

- choose one core competency in each category as an area for **growth**, mark the item with a **G**.
- choose one core competency in each area as one of your **strengths**, mark the item with a **S**.

Category One: Mission and Catholic Identity

1. The leader/leadership team guides the school through a clearly communicated mission embracing Catholic identity rooted in Gospel values, centered on the Eucharist, committed to faith formation, academic excellence, service.
2. The leader/leadership team ensures a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.
3. The leader/leadership team provides opportunities outside the classroom for student faith formation, participation in liturgical and communal prayer, and action in service of social justice.
4. The principal collaborates with the canonically appointed leader to provide opportunities for adult faith formation and action in service of social justice.

Comments:

Category Two: Governance and Leadership

5. The leader/leadership team assembles and works with the governing body which recognizes and respects the roles of the appropriate legitimate authorities, and exercises responsible decision making (authoritative, consultative, advisory) in collaboration with the leadership team for development and oversight of the school's fidelity to mission, academic excellence and operational vitality.
6. The leader/leadership team assembles a qualified leadership team empowered by the governing body to realize and implement the school's mission and vision.
7. The leader/leadership team promotes professional respect among students, staff, and community.
8. The leader/leadership team is a responsive listener and is accessible.
9. The leader/leadership team exhibits consistency and fairness in relationships.
10. The leader/leadership team celebrates and affirms good work and extra effort.

Comments:

Category Three: Academic Excellence

11. The leader/leadership team has a clearly articulated, rigorous religious curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.
12. The leader/leadership team uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performance transparent, and to inform continuous review of curriculum and the improvement of instructional practices.
13. The leader/leadership team provides programs and services aligned with the mission to enrich the academic program and support the development of student and family life.

Comments:

Category Four: Operational Vitality

14. The principal and leadership team provides a feasible three to five-year financial plan that includes both current and projected budgets and is the result of a collaborative process, emphasizing faithful stewardship.
15. The principal and leadership team operate the school in accord with published human resources/personnel policies, developed in compliance with archdiocesan policies and/or religious congregation sponsorship policies, which affect all staff (clergy, religious women and men, laity and volunteers) and provide clarity for responsibilities, expectations and accountability.
16. The principal and leadership team develops and maintains facilities, equipment, and technology management plan designed to continuously support the implementation of the education mission of the school.
17. The principal and leadership team enacts a comprehensive plan for institutional advancement based on a compelling mission through communications, marketing, enrollment management, and development.

Comments

Signatures:

Pastor/PLD

Principal

CSD Representative

Date