

**DIOCESE OF SPOKANE
PRINCIPAL'S PERFORMANCE EVALUATION
by
PASTOR**

PRINCIPAL _____ **DATE** _____

SCHOOL _____

The following are areas of the principal's job description pertaining to his/her role as religious leader, instructional leader, administrator and communicator. Please write a number after each area described which indicates your evaluation of his/her performance during this school year. Use the numbers 0 through 5 (5 indicates high performance, 0 indicates low performance). If you are unable to assess a specific item, please mark N/A.

WORK WITH PASTOR

1. Works with the pastor(s) on matters pertaining to religious education of children, including courses of study, religious practices, liturgical functions, parent-education programs. _____
2. Works with the pastor(s) to ensure health, safety, and adequate maintenance of the school facilities. _____
3. Communicates regularly and effectively with the pastor(s) on all school related matters. _____
4. Works with the pastor(s) and other parish leaders to ensure that the school is a vital part of the parish community and responsive to the objectives of total education of the parish. _____

Comments:

CATHOLIC SCHOOL PHILOSOPHY AND GOALS

1. Creates and maintains a Catholic Christian atmosphere in the school. _____
2. Gives witness to the school's religious dimensions by attitude and example. _____
3. Coordinates the implementation of goals and objectives. _____
4. Works toward achieving a sense of unity and cooperation among all members of the school community. _____
5. Seeks to form a shared vision among school constituents. _____

Comments:

ADMINISTRATION

- 1. Exhibits organizational skills. _____
- 2. Involves teachers in decision-making. _____
- 3. Delegates effectively. _____
- 4. Supervises and evaluates personnel in a professional and consistent manner. _____
- 5. Oversees care of school facility. _____
- 6. Demonstrates adequate fiscal responsibility. _____
- 7. Exhibits a willingness to explore a variety of development strategies. _____

Comments:

INSTRUCTIONAL PROGRAM

- 1. Demonstrates instructional leadership in planning and implementing programs. _____
- 2. Involves others in developing curriculum which meets students' needs. _____
- 3. Explores new educational trends. _____
- 4. Provides for productive teacher inservice and other teacher professional growth opportunities which meet the expressed needs of the teachers and the school. _____
- 5. Demonstrates leadership in strengthening the religious education program. _____
- 6. Attempts to integrate technology into the school's curriculum. _____

Comments:

COMMUNICATION AND RAPPORT

- 1. Communicates information clearly and effectively to staff. _____
- 2. Communicates information clearly to public. _____
- 3. Exhibits an attitude of availability to faculty. _____
- 4. Exhibits an attitude of availability to students. _____
- 5. Exhibits an attitude of availability to parents. _____
- 6. Encourages initiative and creativity. _____
- 7. Open to suggestions. _____
- 8. Fosters a spirit of high morale. _____
- 9. Evidences rapport with staff, students and parents. _____
- 10. Promotes public relations. _____
- 11. Is effective in dealing with conflict. _____
- 12. Provides for regularly scheduled faculty meetings. _____

Comments:

Pastor's Signature _____