

PRINCIPAL'S EVALUATION PROCESS
On-Site Visitation

Principal _____

School _____

Date of Visitation _____

Evaluation Form _____

Team Members:

Principal as Religious Leader

Principal as Instructional Leader

Principal as Administrator

Principal as Communicator

TASKS OF TEAM MEMBERS

On-Site Visit

1. Letter with time schedule for the day.
2. Procedure and tasks:
 - A. Principal is host (ess)
 1. Provides coffee, donuts
 2. Provides lunch
 - B. Team meets in designated room
 - C. As per schedule:
 1. Superintendent gives purpose of the day, asks principal to share self-evaluation of Performance Plan and Goals orally.
 2. After principal's self-evaluation, principal leaves; tasks are assigned to team members:

Religious Leader:	Pastor
Instructional Leader:	Professional Person
Administrator:	Superintendent
Communicator:	Superintendent
 3. Superintendent facilitates evaluation and spends time going through the entire school to get an overall view. Other members do assigned areas.
 4. Team members meet together to first share their commendations and recommendations with all team members. Superintendent facilitates session.
 5. Team shares their perceptions in the form of commendations and recommendations with the principal.
 6. Superintendent gathers forms filled out by the team members and types up an evaluation report. This completed report is sent to the principal and the pastor appointed to the school. A copy of the report is put in the principal's file in the Diocesan School Office

PRINCIPAL EVALUATION REPORT
Diocese of Spokane

Principal _____ School _____

Date _____ Team _____

PRINCIPAL AS RELIGIOUS LEADER	
Commendations	Recommendations

PRINCIPAL AS INSTRUCTIONAL LEADER	
Commendations	Recommendations

PRINCIPAL AS COMMUNICATOR	
Commendations	Recommendations

PRINCIPAL AS ADMINISTRATOR	
Commendations	Recommendations