

PRINCIPAL EVALUATION

Evaluation is a positive process calling the principal to personal and professional growth and accountability to the Spokane Diocesan Principal's Job Description. It challenges the principal to act as a Catholic Christian model who exemplifies a deep sense of ministry in the fulfillment of leadership responsibilities. It highlights what is being done well.; It provides the opportunity to identify strengths. It provides the mechanism for noting weaknesses and the motivation to correct them. And finally, it provides a yardstick against which future performance can be measured.

PRINCIPAL EVALUATION

The principal shall be evaluated annually by the pastor(s) and the Diocesan School Office before contract renewal.

A process for this evaluation shall be provided by the Diocesan School Office.

After the third year, the principal and evaluation team have the option of varying the process.

I. Professional Growth Plan

The principal is responsible to develop an annual professional growth plan as directed by the diocesan process.

II. Annual Evaluation

The basis of evaluation is to be the principal's job description and the principal's professional growth plan.

III. Procedure for Developing the Professional Growth Plan

The procedure, timeline, and forms for developing the annual professional growth plan and evaluation process shall be provided by the Diocesan School Office.

PRINCIPAL ANNUAL PROFESSIONAL GROWTH PLAN AND ANNUAL EVALUATION

Developing the Annual Professional Growth Plan

1. Mission Statement/School Philosophy

The annual Professional Growth Plan of the school administrator is developed within the context of the mission statement of the parish, and the mission statement and philosophy of the school.

2. Developing a Vision Statement

Within the context of the parish and school mission statements, the school philosophy, and the parish the principal formulates a Vision Statement, responding to the statement: "What would you like to see happen at your school?"

3. Developing Administrative Goals/Professional Growth Plan

The principal in collaboration with the pastor(s) and the school faculty will identify at least one major school goal to be accomplished during the current school year.

The principal in collaboration with the pastor and the diocesan superintendent of schools will formulate two professional goals to be accomplished during the current school year.

4. Developing An Action Plan

The principal will formulate specific plans of action for the school goal and the professional goals.

These three goals, the action plans, and the principal's job description are the major components of the experienced principal's annual evaluation.

TIMELINE

August/September

- Principal drafts school goals with the pastor and the school staff.
- Principal drafts professional goals with the pastor(s) and the Superintendent of Schools

September/October

- Principal shares his/her Professional Growth Plan with the Diocesan School Office and the pastor(s) by October 30.
- Principal sets date for on-site evaluation with pastor and Diocesan School Office personnel.
- Principal seeks periodic input from teachers relative to principal's performance and implementation of goals through informal evaluation tools.

November

- Principal evaluates with the school staff their progress in accomplishing the school goal.
- Principal seeks periodic input from teachers regarding principal's performance.

December

- The Diocesan School Office will send out a principal evaluation form to the pastor(s) and a perception form to the local School Advisory Council chairperson.
- The principal seeks periodic input from teachers regarding principal's performance.

January

- The principal continues evaluation of school goals with the staff.
- Principal prepares a written self-evaluation report.
- Principal seeks periodic input from teachers regarding principal's performance.

January/February

- The diocesan superintendent of schools and the pastor(s) meet with the principal to discuss the principal's professional growth plan, the principal's self-evaluation, and the current status of the school.
- The diocesan superintendent of schools and the pastor(s) meet with selected members of the school faculty to discuss the principal's performance and the status of the school.
- Principal seeks periodic input from teachers regarding principal's performance.

March

- Written on-site evaluation report will be sent to the principal and pastor(s).
- Copies of the written on-site evaluation are given to the principal, pastor(s), and Diocesan School Office.
- Principal will develop a preliminary action plan for implementing areas of recommendations and share this plan with the pastor and the Diocesan School Office.

April

- By April 1 the principal will be notified regarding contract renewal by the pastor.

May

- Principal facilitates final evaluation of attainment of school goals for the past year.
- Principal facilitates assessment of school needs and input for goal direction for following year

PRINCIPAL CONTRACT

The Diocesan Superintendent of Schools in concurrence with the school pastor/pastoral administrator and in consultation with the local school board shall hire, re-hire evaluate, and terminate the school principal. (Diocesan Policy #4119.1)

1. Contract Renewal

Contract renewal is considered automatic if the principal does not receive a non-renewal notice by the specified date from the school.

2. Responsibility for Contract Renewal

The Superintendent of Schools notifies the pastor and principal of renewal dates as specified in the contract.

The school offers the principal a new contract according to the dates specified in the contract. Contract terms agreed upon in writing and signed in the following order: 1) Diocesan Superintendent, 2) Pastor, 3) Principal

3. Contract Notification

Notification to a principal that she/he will not be given a new contract for the following year shall be given in writing before or on the specified date.

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2. Identifying Strengths and Concerns

In the light of these documents, the strengths and concerns of the parish and school are identified. The identification is made within the framework of the effect these conditions would have on the effectiveness of the principal's performance.

3. Developing a Vision Statement

Within the context of the parish and school mission statements, the school philosophy, and the parish and school strengths and concerns, the principal formulates a Vision Statement, responding to the statement: "What would you like to see happening?"

4. Developing Administrative Goals/Professional Growth Plan

The administrator's individual priorities should respond to the needs identified in the limiting factors of the school and to those areas where professional leadership or development is needed within the context of present employment, identifying goals as faith leader, instructional leader, administrator, and communicator. At this time it would be appropriate for the administrator to address his/her professional goals.

The determination of the school goals and objectives is made after sufficient input from the staff and school board. In general, they would include areas from curriculum development, staff development, student achievement and spirit and community service. These goals also flow from the context of the vision statement.

5. Developing An Action Plan

For the personal and school goals, specific plans of action are identified. It is important that attainable goals, action plans and the principal's job description are the major components of the principal's annual evaluation.

NOTE: PROFESSIONAL PERSON:

The professional person selected by the principal must have an administrative background in elementary education.

This person acts in the capacity of mentor and friend and is part of the on-site evaluation team. This person arrives at the site with no vested interest, other than the desire to help improve the quality of administrative leadership. The insights that the professional person offers are frequently what is needed because they come from the outside and do not carry with them any of the internal pressures. This freshness is an important element in promoting clarity to the situation. The responsibility of the professional person include:

- Contact with the school in general
- Other contacts according to need and availability
- Receives school board reports, staff and parent bulletins, periodic contact with school administrator
- is present for the annual on-site evaluation

August/September

- Principal drafts school goals with the school staff
- Principal drafts personal and professional goals
- Principal selects professional person
- School secretary is given task of assembling packets for on-site evaluation
- Principal designs tools for ongoing teacher feedback.

September/October

- Principal shares his/her Professional Growth Plan with the Diocesan School Office and the pastor(s) by October 30.
- Principal sets date for on-site evaluation with pastor and Diocesan School Office personnel.
- Goal statements are translated into program

- Principal seeks periodic input from teachers relative to principal's performance and implementation of goals through informal evaluation tools

November

- Principal continues evaluation to progress on school goals with staff.
- Principal seeks periodic input from teachers regarding principal's performance.

December

- Notify evaluation member(s) of date for on-site visit by December 18.
- Send out evaluation packets to the evaluation member(s) 10 days prior to visitation.
- Principal seeks periodic input from teachers regarding principal's performance.

January

- The principal continues evaluation of school goals with the staff.
- Principal prepares a written self-evaluation report.
- Principal seeks periodic input from teachers regarding principal's performance.

January/February

- On-site visit to school according to evaluation Plan A, B, or C.
- Principal seeks periodic input from teachers regarding principal's performance.

March

- Written on-site evaluation report will be sent to the principal and pastor(s).
- Copies of the written on-site evaluation are given to the principal, pastor(s), and Diocesan School Office
- Principal will develop a preliminary action plan for implementing areas of recommendations and share this plan with the pastor and the Diocesan School Office.

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- By April 1, the principal will be notified regarding contract renewal by the pastor.

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ASSESSMENT PROCEDURE FOR ANNUAL PRINCIPAL EVALUATION

- I. There are three procedures available for annual principal evaluation:
 - Plan A:** Evaluation Team. This plan affects first, second, and third year principals.
 - Plan B:** Principal/Diocesan Superintendent or Assistant Superintendent This plan affects principals with more than three years of administration experience in the Diocese of Spokane.
 - Plan C:** Exit Conference. This plan affects principals who are not returning as principal in the next school year.
- II. Finalized On-site Evaluation Report

Each member of the team will complete the assessment form. These will be given to the representatives of the Diocesan School Office who will prepare a written summary. The written report will be shared with the principal and pastor(s) and copies will be given to the principal, pastor, and Diocesan School Office.
- III. **Principal's Personnel File**

A copy of the final written report, the Principal's Growth Plan, the Principal's Self-Evaluation, and the pastor(s) evaluation will be filed in the principal's personnel file located at the Diocesan School Office.

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Assessment Procedure for Principal Evaluation

EVALUATION TEAM

PLAN A

This plan affects first, second, and third year principals.

- I. Members of the evaluation team shall include the principal, pastor(s), diocesan superintendent or assistant superintendent and a professional person.
- II. Role of the Team Members
 - A. **Principal:**
 - sets up and hosts the on-site visits
 - shares his/her goals, vision for the school and self evaluation on the progress of the professional growth plan.
 - B. **Pastor(s):**
 - Evaluates the principal as an administrator of a parish program.
 - C. **Professional Person:**
 - Is the principal's advocate. Works with diocesan personnel in assessing areas which directly affect the quality of the education programs. The selected professional person must have an administrative background in elementary education.
 - D. **Diocesan School Office Personnel:**
 - the Superintendent or Assistant Superintendent facilitates the on-site evaluation process.
 - assesses the professional performance and qualifications of the principal.
 - assesses the implementation of diocesan policies and regulations and adherence to state and federal laws.
 - works with the professional person in assessing the quality of the educational program.
- III. On-site Evaluation
 - Principal meets with the evaluation team to share self-evaluation of professional growth plan
 - Tasks are assigned to team members by the Diocesan School Office personnel
 - Team members visit classrooms, school plant and personnel assigned to them.
 - Team meets to share and summarize the data.
 - Team or Diocesan personnel orally presents the commendations and recommendations to the principal.

PRINCIPAL AND DIOCESAN PERSONNEL

PLAN B

This plan affects principals with more than three years of administration experience in the Diocese of Spokane.

The principal and Diocesan School Office personnel confer on an established date in January, February, or March.

- I. Content for the initial conference for the day shall include all of the following:
 - the school philosophy
 - the school goals
 - the principal's Professional Growth Plan
 - the job description
 - a copy of the previous year's on-site visitation summary
 - a copy of the pastor ('s) evaluation (s) and a summary of the school board perception checks.

NOTE: Input from the pastor(s) may be given personally on the date of the conference, or it may be written before the meeting day with copies being sent to the principal and the Diocesan School Office prior to the conference date.
- II. Time is provided for the Diocesan School Office personnel to visit classrooms and school plant.
- III. Diocesan personnel share on-site perceptions with the principal.
- IV. The principal and office personnel collaboratively plan agreed areas of administration to be included in the Annual Professional Growth Plan. The principal will develop an action plan that will assist him/her in meeting the desired objectives and goals for the next year's Professional Growth Plan.

- V. This plan and written on-site evaluation is shared with the pastor(s) and copies of the evaluation are sent to the principal, pastor(s), and Diocesan School Office.

PRINCIPAL EXIT CONFERENCE

PLAN C

This plan affects principals who will not return as principal in the next school year.

In the event that the principal will not return as principal in the next school year, an exit conference will be set with the principal and Diocesan School Office personnel. Attention will be given to the faith community, programs, school climate, and special needs of the school community.

After the conference, the principal will detail the specific skills and characteristics he/she believes will be important in the hiring of a new administrator and will send the information to the Diocesan School Office.

The Diocesan School Office personnel will write a letter of recommendation for the principal.