

Diocese of Steubenville

Form H-2

Principal's Annual Evaluation Form – Given by Pastoral Administrator

This form is to be used by the Superintendent to provide an evaluation of each Catholic school Principal. Principals shall have the opportunity to discuss evaluation before it is finalized

Name of Principal:

Pastoral Administrator:

Name of School:

Academic Year:

School address (city/town only):

Performance Rating	Outstanding	Well Demonstrated	Satisfactory	Merits Further Development	Unsatisfactory
	5	4	3	2	1

The Catholic school's Pastoral Administrator "Evaluates the work of the Principal according to procedures established by the Diocesan Superintendent of Schools." Diocese of Steubenville Policy Handbook for Catholic Schools, Ch. 1. 3.8

SPIRITUAL LEADERSHIP

- Develops and maintains (through leadership and example) the Catholic identity of the school.
- Nurtures the faith development of faculty and staff through opportunities for spiritual growth.
- Ensures quality Roman Catholic religious and theology instruction for students. Demonstrates knowledge of the content and methods of religious education.
- Promotes the sacramental life of the school and provides opportunities for the school community to celebrate the faith.
- Integrates Gospel values and Christian ethics into the curriculum, extracurricular activities, policies, and life of the school.



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CURRICULUM

- Provides leadership in curriculum development.
- Demonstrates knowledge of national and state instructional content standards and supports endeavors to integrate All instructional content with a Catholic world view.
- Demonstrates an understanding of a variety of educational and pedagogical skills.
- Demonstrates an ability to evaluate the general effectiveness of the learning program of the school.

STAFF and FACULTY PERSONNEL

- Recruits, interviews, and provides an orientation for school staff/faculty in accord with diocesan policies.
- Knows and applies skills for organizational management, the delegation of responsibilities, and effective Communication.
- Uses group process skills effectively with various school committees.
- Manages staff/faculty conflicts effectively.
- Supervises classroom instruction effectively and in accordance with diocesan policies and procedures.
- Conducts annual staff and faculty evaluations as per diocesan policies and procedures.
- Provides support for new teachers and implements the diocesan Resident Educator (new teacher) Program.



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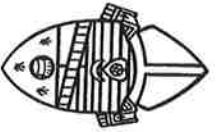
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PUPIL PERSONNEL

- Recognizes, respects, and facilitates the role of parents as primary educators.
- Demonstrates knowledge of the developmental stages of children and youth.
- Communicates effectively with parents concerning student expectations and the academic progress of their child(ren) within the school setting.
- Supervises the preparation and maintenance of records required for students.
- Provides an orderly school environment and fosters student success through clear and consistent policies for attendance, student conduct, discipline procedures, academics, and other areas pertaining to student life.

COMMUNITY RELATIONS

- Understands diocesan Catholic school governance structures and works effectively within those structures.
- Meets regularly with the Pastoral Administrator (and Board of Pastors if applicable) and the LEAC.
- Fosters collaboration between the supporting parishes/Pastors and the school.
- Creates and maintains an effective communication structure with school community stakeholders.



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DEVELOPMENT - BUDGET - FINANCE

- Understands state requirements and government funded programs (*Aux, ADM, Title Funds, Scholarship Programs*).
- Works collaboratively with the school finance officer, the diocesan CFO, and the School Finance Council to plan and manage the school's financial resources.
- Provides for development in the broadest sense and implements basic strategies of long-range planning for the school.
- Seeks resources and support beyond the school community and supporting parishes.

Pastoral Administrator's Comments:

Principal's Comments:

Pastoral Administrator's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____