

Catholic Diocese of Biloxi

Principal Performance Review

Principal Name: _____

School: _____ Date: _____

School Advisory Board Members: _____

Definitions of Performance Ratings

E = Excellent - Results exceed most expected job requirements. Exceptional performance is achieved on a consistent basis.

A = Average - Meets performance standards of the job. Competent and dependable performance.

IN = Improvement Needed - Certain areas need improvement due to performance being below standard.

FACTORS

RATING

1. **Quality** - The ability to produce acceptable work which meets Diocesan standards in a neat, accurate thorough manner.

Comments: _____

2. **Spiritual Leadership** – The extent to which principal is the spiritual leader of the school.

Comments: _____

3. **Productivity** - The volume of work efficiently completed during a specified period of time. Makes good use of available time.

Comments: _____

4. **Professional Competence** - The practical and technical knowledge required to perform the job correctly.

Comments: _____

5. **Dependability** - The extent to which principal can be relied upon regarding task completion and follow-up.

Comments: _____

6. **Independence** - The extent to which principal performs with little or no supervision.

Comments: _____

7. **Initiative** - The extent to which principal seeks out new assignments and assumes additional duties when necessary.

Comments: _____

8. **Adherence to Policy** - The extent to which principal abides by Diocesan policies, Federal and State mandated rules and regulations, and other appropriate requirements.

Comments: _____

9. **Interpersonal Relationships** - The extent to which principal is willing to and demonstrates the ability to cooperate, work, and communicate with the pastor, school advisory board, teachers, parents, PTO, etc.

Comments: _____

10. **Safety Issues** – The extent to which safety guidelines are developed and enforced.

Comments: _____

OVERALL PERFORMANCE RATING

Comments: _____

School Advisory Board President: _____

Principal: _____

Pastor: _____