The Right Catholic School for You
A Faith-Based Education that Lasts a Lifetime

ARCHDIOCESE OF WASHINGTON

Principal Mid-Year Evaluation

PRINCIPAL INFORMATION

Principal:_____

Pastor: _____

School: _____

This form is to be completed by the pastor only and sent to the Catholic Schools Office **by** February 10, 2023.

Principal and Pastor should meet to discuss the evaluation before and after it is completed. The first meeting is for the principal to discuss with the pastor how they feel they meet the standards in the areas of spiritual leadership, student learning, adult learning and teacher supervision and community engagement. The second meeting is for the pastor to present and discuss the completed evaluation to the principal. Principal and Pastor both sign the evaluation. After the second meeting, one copy should be placed in principal's personnel file, one copy given to the principal and one copy mailed, emailed, or faxed to:

Chris Buchleitner
Associate Superintendent
Catholic Schools Office
PO Box 29260
Washington, DC 20017
Email: buchleitnerc@adw.org
Fax: 301-853-5353

EVALUATION
Rating Scale:
4 = Exceeds   3 = Meets Expectations   2 = Needs Improvement   1 = Does not Meet Expectations

Spiritual Leadership	Rating
Supports, implements, and enhances the Catholic identity of the school	
Fosters the continued faith development and formation of faculty and students	
Demonstrates effective decision making based on the teachings of the Catholic Church	
Has a collaborative relationship with the religious education program in the parish(es)	
Leads by example, exhibiting high ethics and moral leadership	
Student Learning	Rating
Creates a climate in the school that fosters creativity	
Challenges students to strive for academic excellence	
Supports and promotes a philosophy of inclusion to meet the needs of students and a strong belief that all children can learn.	
Advocates for the health, safety, and well-being of all students	

	Rating
Directs the implementation of successful literacy and mathematic strategies school-wide	
Leads standards based instruction	
Uses data to improve instruction and student achievement	
Oversees and supports a school wide effective discipline policy	
Adult Learning and Teacher Supervision	Rating
Systemically observes and provides feedback to faculty	
Model practice, and coach and assist teachers to support instructional improvement using a range of effective learning theories and practices	
Develops teacher leadership within school	
Sets a high standard of attendance and punctuality	
Promotes, participates in, and supports ongoing professional learning linked to student progress, school goals and Archdiocesan priorities and policies	
Excepts responsibility for his or her own certification and professional development	
Recruit and retain competent teachers and counsel out low performers	
School Management	Rating
Works with pastor/administrator to ensure safety and adequate maintenance of school facilities	
Analyze, design and implement classroom and school-wide management and safety plans to create a safe, student-centered environment	
Furnishes data and makes recommendations in preparation for the annual budget	
Demonstrates sound fiscal management and accountability	
Practices good human resource management to promote mission of the school.	
Promotes and markets school to a wide audience with a focus on Catholic identity, rigorous curriculum and an attractive educational choice for families and children.	
Community Engagement	
Communicates regularly and effectively with pastor/administrator on school-related issues	
Keeps parents and parish community informed through regular communications (e.g., newsletters, bulletin notices, memos)	
Exhibit strong interpersonal skills and ability to work with a diverse group of people.	
Engage staff, students, parents, local school council and community to work toward developing and implementing a common vision.	
Engage broad representation of school in strategic planning	
Involve parents and community in supporting and enhancing the instructional programs of the school	

Pastor Signature _____ Date _____

Principal Signature _____ Date _____