



## Principal Final Evaluation

For more detailed information on each rating, please refer to Page 43 of  
[The Roman Catholic Archdiocese of Washington Principal Evaluation Booklet](#)

Principal's Full Name:

### Catholic Identity

The following documents may help to review this section: mission statement and meeting notes, family education materials and invitations to participate, list of liturgies/prayer services, religion professional development, list of certified catechists, religion curriculum documents (lesson plans, projects), conflict management procedures, parent survey results).

#### Mission and Ministry

1. Collaborates with the school community to promulgate a Catholic faith-based mission statement and philosophy to ensure they are relevant.

Distinguished       Proficient       Basic       Unsatisfactory

2. Encourages and educates students, school families and faculty members to regularly celebrate liturgies and sacraments, participates in Sunday Mass, and incorporates the seasons/feasts of the liturgical year.

Distinguished       Proficient       Basic       Unsatisfactory

3. Promotes parent/guardian partnerships in advancing the mission of the school and the ministry of Catholic education including social justice. Welcomes non-Catholic families as an opportunity for evangelization.

Distinguished       Proficient       Basic       Unsatisfactory

4. Models Catholic values through example and develops a personal faith life.

Distinguished       Proficient       Basic       Unsatisfactory

#### Professional Development

5. Ensures that the faculty is current in the areas of Catholic teachings, religious education, and catechetical skills.

Distinguished       Proficient       Basic       Unsatisfactory

6. Allows only in compliance catechists who are caring, qualified, practicing Catholics to teach religion.

Distinguished       Proficient       Basic       Unsatisfactory

#### Supervision

7. Provides leadership that facilitates an environment which fosters the Catholic identity of the school.

Distinguished       Proficient       Basic       Unsatisfactory



8. Implements conflict management procedures that turn conflict into an opportunity to strengthen relationships and serves as a testimony to the love and power of Jesus Christ.

- Distinguished       Proficient       Basic       Unsatisfactory

9. Promotes an authentic Catholic culture of respect for each member of the community.

- Distinguished       Proficient       Basic       Unsatisfactory

**Notes/Comments:**

**Academic Excellence**

The following documents may help to review this section: student assessment data, class schedules, RTI plan, intervention/ support examples, meeting minutes with data, curriculum documents, faculty handbook, lesson plans, assessments showing links to objectives, professional development plans, teacher evaluations and documentation, teacher certification, extracurricular polices/procedures, master schedule, faculty calendar, principals professional file.

**Instruction**

10. Provides a faith based and academic program in an environment that meets the identified needs of all students.

- Distinguished       Proficient       Basic       Unsatisfactory

11. Uses student data to drive decision-making in the classroom and as a school. Assessment data is utilized to differentiate instruction and/or provide interventions, progress monitoring so students can be successful.

- Distinguished       Proficient       Basic       Unsatisfactory

12. Supervises implementation of the ADW curricula and inclusive of Gospel values in a rigorous, relevant, and age-appropriate manner that develops students’ ability to continually succeed.

- Distinguished       Proficient       Basic       Unsatisfactory

13. Integrates safe and age-appropriate technology to improve the instructional process

- Distinguished       Proficient       Basic       Unsatisfactory

**Professional Development**

14. Ensures students learn and are assessed using effective strategies.

- Distinguished       Proficient       Basic       Unsatisfactory



15. Develops and implements quality professional staff development programs to increase student learning and ensures positive classroom environments.

- Distinguished       Proficient       Basic       Unsatisfactory

16. Provides for his/her own professional development that includes faith formation.

- Distinguished       Proficient       Basic       Unsatisfactory

**Supervision**

17. Recruits, screens, and hires highly qualified, certified teachers and other personnel.

- Distinguished       Proficient       Basic       Unsatisfactory

18. Supervises, evaluates, and coaches faculty and staff on a regular basis and follows ADW policies to terminate unsatisfactory employees.

- Distinguished       Proficient       Basic       Unsatisfactory

19. Leads a faith-based and safe workplace that retains proficient faculty and staff.

- Distinguished       Proficient       Basic       Unsatisfactory

20. Oversees co-curricular activities (extended school day, school-based sports, activity clubs) ensuring that the programs are in compliance with local and ADW policies and promoted the mission of the Catholic Church.

- Distinguished       Proficient       Basic       Unsatisfactory

**Notes/Comments:**

**School Viability**

The following documents may help to review this section: board information and minutes, strategic plan, vision, goals, budget, outside funding sources, financial statements, tuition collection rates and plan, scholarship policies and information, financial policies/procedures, enrollment trends/plan/results, advancement plan/results, building plan and safety reports, crisis management plan.

**Fiscal Oversight**

21. Prepares an achievable annual school budget in cooperation with the advisory board and pastor/administrator and revises it if data changes.

- Distinguished       Proficient       Basic       Unsatisfactory



22. Monitors the budget and finances to ensure proper cash flow from diverse funding sources to support the financial stability of the school.

Distinguished       Proficient       Basic       Unsatisfactory

23. Oversee collection of tuition and implements a plan for delinquent tuition in accordance with ADW policy.

Distinguished       Proficient       Basic       Unsatisfactory

24. Oversees collection and disbursement of all school funds based on ADW best practices and ensures their proper implementation.

Distinguished       Proficient       Basic       Unsatisfactory

25. Complies with financial audits, ADW regulations and mandates, taking appropriate action when necessary.

Distinguished       Proficient       Basic       Unsatisfactory

#### Marketing and Advancement

26. Directs and oversees a team or committee to implement an enrollment management and marketing plan.

Distinguished       Proficient       Basic       Unsatisfactory

27. Oversees and ensures an annual fund raising plan targeting a variety of donors.

Distinguished       Proficient       Basic       Unsatisfactory

28. Ensures there is a written development plan, including an alumni outreach program

Distinguished       Proficient       Basic       Unsatisfactory

#### Supervision

29. Ensures the maintenance and safety of the school plant according to local, state, ADW policies, procedures and directives.

Distinguished       Proficient       Basic       Unsatisfactory

#### Notes/Comments:



## Governance

The following documents may help to review this section: board information and minutes, strategic plan, vision, goals, budget, outside funding sources, financial statements, tuition collection rates and plan, scholarship policies and information, financial policies/procedures, enrollment trends/plan/results, advancement plan/results, building plan and safety reports, crisis management plan.

### Pastor collaboration, board relations and decision-making

30. Collaborates and communicates regularly with the canonical administrator on school issues.

Distinguished       Proficient       Basic       Unsatisfactory

31. Serves as the executive officer to the board, helping to prepare meetings, informs members of policy, and lead their continued professional development and goal setting.

Distinguished       Proficient       Basic       Unsatisfactory

32. Develops and maintains a documented faith-based vision and strategic plan that is developed collaboratively and in alignment with the ADW Strategic Plan

Distinguished       Proficient       Basic       Unsatisfactory

33. Demonstrates that goals accomplished for the year support the vision and strategic plan.

Distinguished       Proficient       Basic       Unsatisfactory

### Communication

34. Guides, develops, and governs with appropriate handbooks for school families and school staff in accordance with ADW policies and procedures.

Distinguished       Proficient       Basic       Unsatisfactory

35. Designs and implements communication strategies to ensure that the pastor, staff, school families, prospective families, parish(es) and the community are informed about the school.

Distinguished       Proficient       Basic       Unsatisfactory

36. Incorporates the feedback of the school community during decision-making when appropriate.

Distinguished       Proficient       Basic       Unsatisfactory



37. Oversees discipline within the school in accordance with ADW policy by proactively dealing with situations, consistently applying the policies of the school, and ensuring parents receive timely communication and follow-up when appropriate.

- Distinguished       Proficient       Basic       Unsatisfactory

**Organization**

38. Maintains and retains accurate local files and records for each student and employee in accordance with ADW guidelines.

- Distinguished       Proficient       Basic       Unsatisfactory

39. Attends required ADW, CSO and regional meetings and submits required reporting on time, reviews regional agreements annually and implements required systems and initiatives.

- Distinguished       Proficient       Basic       Unsatisfactory

40. Utilizes shared leadership and teacher teams to delegate responsibilities and identifies, encourages, and mentors emerging leaders.

- Distinguished       Proficient       Basic       Unsatisfactory

41. Takes ownership of issues within the school and oversees successful completion of appropriate solutions.

- Distinguished       Proficient       Basic       Unsatisfactory

42. Ensures faculty and staff compliance with the ADW Child Protection and Code of Conduct.

- Distinguished       Proficient       Basic       Unsatisfactory

**Notes/Comments:**

**Signatures:**

Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary for Catholic Schools: \_\_\_\_\_

Date: \_\_\_\_\_