

CEDAR CATHOLIC JR. – SR. HIGH SCHOOL
PRINCIPAL EVALUATION FORM

† *strength* **S** *satisfactory* **N** *needs improvement* **N/A** *not applicable*

PRINCIPAL AS RELIGIOUS LEADER

1. _____ Upholds and advances the school’s Catholic mission and philosophy.
- a. Reflects and models Catholic values and attitudes in interactions with others.
 - b. Provides spiritual leadership for the staff and students as evidenced by participation in public prayer and Mass and in organizing and leading religious activities.
 - c. Supports and exemplifies Catholic doctrine and morality in a manner consistent, in expression and example, with the teachings of the Catholic Church.
 - d. Ensures that no employee of the school teaches, advocates, encourages, or counsels beliefs or doctrines contrary to those teachings.

Comments:

INSTRUCTIONAL LEADERSHIP

2. _____ The principal demonstrates knowledge of and involvement in the curriculum.
- a. The principal works with the staff to establish definite goals and objectives for the total school program.
 - b. The principal schedules a well-balanced school program with the religious and academic areas receiving priority.

Comments:

3. _____ The principal supervises the instructional staff.
- a. The principal assists staff in setting and implementing instructional strategies, goals, and objectives.
 - b. The principal observes staff in instructional activities.

Comments:

4. _____ The principal evaluates the instructional staff.
- a. The principal confers with individual staff members concerning strengths and weaknesses.
 - b. The principal develops necessary Employee Improvement Plans with staff members.
 - c. The principal/designee observes staff members with sufficient frequency to ensure a valid evaluation.
 - d. c. The principal hires, fires, and disciplines staff appropriately and according to board policy

Comments:

5. _____ The principal utilizes instructional resources to meet student needs effectively.
- a. The principal delegates responsibilities when necessary and assigns teaching loads and other duties fairly.
 - b. The principal plans for effective use of school facilities and materials for educational purposes.

Comments:

ADMINISTRATION AND ORGANIZATION

1. _____ The principal manages students and programs effectively.
- a. The principal demonstrates a genuine interest in students and is responsive to their needs.
 - b. The principal maintains consistent and appropriate discipline standards for students according to policy.

Comments:

2. _____ The principal effectively manages the office staff.
- a. The principal gives clear and explicit instructions.
 - b. The principal requires efficiency and courtesy.

Comments:

3. _____ The principal makes effective use of available financial resources.
- a. The principal consistently and accurately tracks and reports financial information to the board.
 - b. The principal maintains fiscal discipline and wise spending patterns according to established budgets and procedures.
 - c. The principal seeks to expand funds in order to meet the goals of the school.

Comments:

4. _____ The principal exercises responsibility in keeping buildings and grounds attractive, safe, and in good repair.

Comments:

PROFESSIONAL COMPETENCY

5. _____ The principal maintains good public relations.
- a. The principal promotes healthy parental involvement through activities such as PTA, Booster Club, community organizations, parent volunteers, and others.
 - c. The principal maintains contact with agencies to publicize school activities.

Comments:

6. _____ The principal accepts and fulfills professional responsibilities.
- a. The principal follows the policies and procedures of the school and school board. This includes such items as being on time, having a good attendance report, complying with conditions stated in the contract, and maintaining records and reports.
 - b. The principal publicizes and explains school rules and Board Policies and Procedures to the staff and community.
 - c. The principal demonstrates professional ethics including compliance with written laws and policies regarding confidentiality in handling personal information about all personnel.
 - c. The principal demonstrates integrity and ability to maintain convictions under pressure.
 - d. The principal maintains poise and self-control.
 - e. The principal dresses appropriately and is well groomed.

Comments:

7. _____ The principal demonstrates effective interpersonal relationships with students, staff, and community.
- a. The principal promotes professional respect among students, staff, and community.
 - b. The principal is accessible for conferences.
 - c. The principal is a responsive listener.
 - d. The principal acknowledges good work and extra effort.
 - d. The principal demonstrates respect for others.
 - e. The principal exhibits consistency and fairness in relationships.

Comments:

8. _____ The principal demonstrates enthusiasm for education and the total school program.

Comments:

Final Comments, Principal:

Final Comments, Board:

Principal's Signature

Date

Board Signature

Date