



PURPOSE AND PHILOSOPHY

The principal evaluation is performance-based. Research has shown that a performance-based assessment of teachers and students enhances teaching, learning, and student achievement. Administrators participating in performance-based evaluations exemplify strong, effective leadership, and enhance overall school quality. The goal is to continue to improve leadership practices in schools through administrator growth.

The principal evaluation is based on professional standards that are research-guided and capture the multidimensional role of the principal. The following six standards allow for a balanced measure of the principal's role and responsibilities:

- Spiritual Leadership
- Mission Leadership
- Pastoral/Interpersonal Leadership
- Educational Leadership
- Operational and Visionary Leadership
- Professional Leadership

The comprehensive evaluation process is predicated on a spirit of providing stakeholders' feedback which will:

- Improve the principal's performance
- Enhance school improvement and student success
- Ensure performance accountability
- Help the principal to establish and prioritize future goals
- Support the principal's continuous growth

CYCLE OF PRINCIPAL EVALUATION

- If a principal is new to the role of principal, new to the diocese or the school, or appointed under extenuating circumstances
 - In the first year, there will be
 - a minimum of trimester check-ins with the supervising superintendent,
 - an end-of-year dialogue with the supervising superintendent and pastor, if applicable
 - a culminating written summary which will include commendations and recommendations
 - In the second year and every other year thereafter, there will be a written evaluation which includes input from a variety of stakeholders
- Veteran principals will receive written evaluations every other year.

- Additional written evaluations can be done at the discretion of the Catholic Schools Office and/or the pastor.

In a year in which a written evaluation is not completed, a verbal assessment will be offered to the principal during a summer meeting with the superintendent and/or associate superintendent.

THE PRINCIPAL EVALUATION PROCESS

The diocesan principal evaluation process is intended to be a positive process calling the principal to personal and spiritual growth as well as to professional growth and accountability. The process will include annual goal-setting by the principal. Typically, after receiving the written evaluation or receiving the verbal assessment, a principal will complete the *Principal's Annual Goal Planning Form*; the principal will establish at least one goal in each of the six principal leadership standard areas and may have several goals in one or more standard areas. These goals will be shared with the superintendent, associate superintendent, and, if applicable, the pastor.

The roles and responsibilities of a principal are much too complex for evaluations and feedback to be provided through a single lens. Thus, the diocesan principal evaluation process will include data from multiple sources. Self-assessment will always be a part of the evaluation process. In addition, feedback from a variety of stakeholders in the school community is essential and will also be a part of the process. The pastor(s) (if applicable), faculty/staff, advisory board or board of specified jurisdiction (if applicable), parents, and Catholic Schools Office staff members will all offer input through a *Diocesan Feedback Form*. In addition, principals may choose to involve other stakeholders with whom they interact regularly, for example: students, Finance Council members, or members of active school committees.

The superintendent and/or associate superintendent will be integrally involved in the process. They will communicate with both the principal and pastor about the process. They will offer explanations of purpose and process to stakeholders and collect and collate the information. The superintendent or associate superintendent will write the principal's evaluation, using the *Principal Summative Evaluation Form*, after careful review of the input from all involved. Feedback from stakeholders will be analyzed by way of central themes, not by individual comments.

The evaluation process will highlight strengths (commendations) that can be capitalized upon and developed further. It will also provide a mechanism for noting areas that need further growth and development (recommendations). These will be based on the six standards of leadership (Spiritual, Mission, Pastoral/Interpersonal, Educational, Operational/Visionary, and Professional). In addition, the process will provide information valuable to a principal as s/he determines future goals and will serve as a yardstick against which performance can be measured.

The superintendent or associate superintendent will review the evaluation with the principal and, if applicable, share the evaluation with the pastor. The written evaluation, signed by the principal and superintendent or associate superintendent, will be retained in the principal's file in the Catholic Schools Office. A copy of the written evaluation will be provided to the principal and to the pastor. The principal may include a written addendum to the assessment, if desired.