***DIRECTION SHEET FOR THE***

***PRINCIPAL GOAL-SETTING FORM***

Through self-reflection and self-assessment, the principal is asked to take time to determine areas in which he/she aspires to grow. This process includes, but is not limited to, a review of: *Professional Standards for Catholic School Principals;* school reports, goals, surveys, and plans; input/feedback from supervisors; and prior evaluations, if applicable.

The principal will establish a total of three to five goals in the standard area(s) that are most beneficial to his/her growth and continuous school improvement. Each goal should be specific, measurable, achievable, relevant and time-bound (SMART goals). Administrators are asked to remove any blank pages prior to submission, i.e.: if submitting just three goals, the pages for goals four and five can be deleted.

After consultation with the principal’s immediate supervisor (pastor, president, board chair), the *Principal Goal Setting Form* should be submitted electronically to the superintendent assigned to the school by August 25 and will be reviewed and approved by early October.

At a minimum, an introductory meeting, along with a mid-year and end-of-year discussion to assess the progress on meeting the goals will take place with the principal and assigned superintendent. It is the responsibility of the principal to contact his/her assigned superintendent to schedule introductory, mid-year, and end of year discussions.

* At the introductory meeting in September or October, the goals document prepared by the principal will be reviewed, discussed, and signed; the goals, the achievability, the relevance, and the intended measures of success for each goal will be the focus.
* The mid-year discussion will occur in either January or February and will focus on the progress that has been made towards each goal. Copies of surveys, written evaluation templates, academic data, and other anecdotal evidence will be shared at the meeting. The “Mid-Year Progress” field will be completed on the *Principal Goal-Setting Form*. The discussion will also include any additions/changes to the measures of success for each goal and suggestions for future action including formal and informal data-collection. At this time, the assigned superintendent may offer feedback and highlight other areas of commendation and recommendation.
* The end-of-year discussion will take place in May or June and will focus on a summary by the principal of the outcomes of the measures for success which will be shared at the meeting. A dialog will also occur on the principal’s reflections. At this time, the assigned superintendent may offer feedback and highlight other areas of commendation and recommendation after consultation with the principal’s immediate supervisor.