

**Diocese of Davenport
Principal Performance Evaluation
Board of Education**

Name of Principal _____

Date _____

School _____

City _____

Board of Education Overall Summary (Please put a check mark in each row)

Please indicate the number of people on your Board of Education: _____

Job Responsibilities:

Facilitator of Faith community

- 1. Vision
- 2. Culture and Instruction Program
- 3. Management
- 4. Collaboration
- 5. Ethics
- 6. Learning Community

Satisfactory	Unsatisfactory

Significant Achievements:

Areas for Growth:

BOE President's Signature: _____ Date: _____

Evaluation Period: _____, 200__ to _____, 200__

**Diocese of Davenport
Principal Evaluation Form
Form 2**

FACILITATOR OF FAITH COMMUNITY

STANDARD: A principal is an educational leader who helps create a Faith Community.

Sample Performance Indicators

- Is a person of faith
- Causes faith leadership to happen
- Develops a shared vision of the school’s faith community
- Reflects the fourfold mission of the Church: community, worship, service and message
- Recognizes and utilizes the gifts of others
- Gives Priority to the Development of the Total Catholic Quality of the School
- Builds the Catholicity of the school
- Guarantees opportunities for faith experiences for the students
- Insures quality religious instruction
- Causes the curriculum to be permeated with gospel values
- Recognizes parents as primary religious educators and works in partnership with parents/guardians in the religious formation of their child(ren)
- Involves Others in Prayer and Liturgy
- Causes quality faith experiences to take place such as liturgies, retreats, paraliturgical services, faculty/student renewals, prayer...
- Promotes cooperation with priests/pastoral staff
- Seeks to Foster Interpersonal Relationships in Light of Gospel Values
- Helps create a positive working/learning environment
- Promotes a sense of home, school, and parish unity
- Models a spirit of reconciliation
- Fosters the Service Dimension of Faith Development among Teachers and Students
- Encourages and promotes service within/beyond the school

Supporting Evidence:	<p>Summary Rating</p> <p>Satisfactory</p> <p>Unsatisfactory</p>
-----------------------------	--

STANDARD #1: Vision - A principal is an educational leader who promotes the success of all students facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

Sample Performance Indicators

- Sets priorities in the context of improving student achievement.
- Articulates and promotes high expectations for teaching and student learning.
- Aligns the educational programs, plans and actions to the Diocese/building’s vision and goals for student learning.
- Creates symbols, ceremonies, and activities that support the vision and mission of the Diocese/building.
- Develops communication strategies to inform stakeholders of progress towards the vision and mission of the Diocese/building.

Supporting Evidence:	<p align="center">Summary Rating</p> <p align="center">Satisfactory</p> <p align="center">Unsatisfactory</p>
-----------------------------	---

STANDARD #2: Culture and Instructional Program - A principal is an educational leader who promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.

Sample Performance Indicators

- Provides leadership for assessing, developing and improving school environment and culture.
- Recruits, interviews and recommends teachers and staff to support quality instruction.
- Provides leadership, encouragement, opportunities, and structure for all staff to continually design more effective teaching and learning experiences for all students.
- Evaluates staff and provides direction for improving instruction.
- Develops and supports professional development of staff to improve student learning.
- Demonstrates awareness of professional issues and developments in education.
- Develops and revises as needed his/her own professional development plan for continued improved performance.

Supporting Evidence:	<p align="center">Summary Rating</p> <p align="center">Satisfactory</p> <p align="center">Unsatisfactory</p>
-----------------------------	---

STANDARD #3: Management - A principal is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

Sample Performance Indicators

- Operational procedures are designed and managed to maximize opportunities for successful learning.
- Effectively manages board policies and procedures.
- Demonstrates effective communication skills with a variety of stakeholders in the operation of the school.
- Addresses problems in a timely manner.
- Manage fiscal resources of the schools responsibly, efficiently, and effectively.
- Works to assure the school plant, equipment, and support systems operate safely, efficiently and effectively.

Supporting Evidence:	<p align="center">Summary Rating</p> <p align="center">Satisfactory</p> <p align="center">Unsatisfactory</p>
-----------------------------	---

STANDARD #4: Collaboration - A principal is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Sample Performance Indicators

- Engages the community to create shared responsibility for student and school success.
- Promotes and supports parent/student/community involvement in the school.
- Shares leadership and decision-making.
- Connects students and families to the health, human and social services they need to stay focused on learning.

Supporting Evidence:	<p align="center">Summary Rating</p> <p align="center">Satisfactory</p> <p align="center">Unsatisfactory</p>
-----------------------------	---

STANDARD #5: Ethics - A principal is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.

Sample Performance Indicators

- Demonstrates ethical, trustworthy, and professional behavior.
- Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
- Treats people fairly, equitably, and with dignity and respect.
- Applies policies and procedures in a fair and equitable manner.
- Demonstrates appreciation for and sensitivity to the diversity in the school community.

Supporting Evidence:	<p align="center">Summary Rating</p> <p align="center">Satisfactory</p> <p align="center">Unsatisfactory</p>
-----------------------------	---

STANDARD #6: Learning Community - A principal is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

Sample Performance Indicators

- Serves as an effective spokesperson for the welfare of all members of the learning community.
- Promotes respect for diversity in the school and community environment.
- Engages in dialogue with other decision-makers to improve teaching and learning.
- Communicates clearly to the community about building/Diocese/building issues and performances.
- Provides leadership through assisting in the development of mutual expectations, procedures for working together, and formulating Diocese/building policies.
- Knows and supports the building/Diocese/building school improvement plan and accurately interprets and reports progress on goals.

Supporting Evidence:	<p align="center">Summary Rating</p> <p align="center">Satisfactory</p> <p align="center">Unsatisfactory</p>
-----------------------------	---