

Diocese of Davenport
Feedback Form for Administrator Continuous Improvement Plan
Optional
- - -FACULTY AND STAFF- - -

Name of Administrator: _____

School: _____ **Date:** _____

Instructions

Over the course of the Diocesan Administrator Continuous Improvement Plan cycle, the licensed evaluator receives input from a variety of sources from which the evaluator works with the principal to determine and decide what professional goals and activities are necessary to best lead the school. You are being asked to offer input.

One of the primary purposes of Catholic schools is to further the mission of the Catholic Church through education and formation. Catholic beliefs, practices and traditions are integrated throughout the school operation, curriculum, programs and activities. Care has been taken to make certain that the aspect of faith in leadership is interwoven in and through each of the Diocesan Standards for School Administrators rather than simply creating one separate faith standard.

Please read each standard. Beneath the standard you will see some examples of how your administrator might meet the standard. In order to offer feedbacks rank your administrator using the provided scale. There is space below each standard for you to complement and/or make suggestions for your administrator.

One of the best and most profitable ways to help your administrator continue to grow professionally is to make an appointment during which you discuss the input you provide through this survey.

Be sure to sign the completed survey because unsigned surveys are never read. If you do not wish your name to be shared with the administrator it will be kept confidential but the information will be shared. Upon completion, place the survey in a sealed envelope and give it to the school secretary who will make certain it gets to the Diocesan Schools Office.

Thank you!

**FACULTY AND STAFF
Survey Form**

Name of Administrator: _____ School: _____

Date: _____

Ranking Scale:

3: Proficient 2: Progressing 1: Area of Concern 0: Have not Witnessed

Standard 1: “Shared Vision”

A Catholic school administrator is a faith-filled educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

- ___ Uses staff input as a part of shared decision making
- ___ Develops a shared vision of the school’s faith community
- ___ Promotes Catholic faith education and formation in the school
- ___ Helps create a positive working, learning, and faith-filled environment within the school

Comments:

Standard 2: “Culture of Learning”

A Catholic school administrator is a faith-filled 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.

- ___ Collaborates with staff to make decisions about curriculum, programs, and student learning
- ___ Provides support, encouragement, and coaching to staff for continuous improvement
- ___ Facilitates professional development to improve teacher practices and student achievement
- ___ Recognizes and celebrates accomplishments of staff and students
- ___ Makes student-centered decisions

Comments:

Standard 3: “Management”

A Catholic school administrator is a faith-filled 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.

- ___ Recruits, selects, and retains staff to support quality instruction and the integration of Catholic beliefs, values and practices
- ___ Addresses current and potential issues in a timely manner

Comments:

Ranking Scale:

3: Proficient

2: Progressing

1: Area of Concern

0: Have not Witnessed

Standard 4: "Family and Community"

A Catholic school administrator is a faith-filled 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.

- ___ Is approachable and actively listens (open door policy)
- ___ Demonstrates ability to organize and manage effectively
- ___ Promotes and supports parent/student/community involvement in the school
- ___ Supports efforts for quality faith experiences (liturgies, retreats, para-liturgies, service projects)
- ___ Demonstrates sense of students' and teachers' personal worth

Comments:

Standard 5: "Ethics"

A Catholic school administrator is a faith-filled educational leader who promotes the success of all students by acting with fairness, integrity, and in an ethical manner.

- ___ Treats people fairly and equitably; respecting each as a child of God
- ___ Maintains professionalism in carrying out responsibilities and implementing decisions
- ___ Applies policies and procedures fairly, wisely, and consistently
- ___ Demonstrates a personal and professional code of ethics based on Gospel values
- ___ Portrays a positive attitude about the ability of staff and students to accomplish substantial goals
- ___ Respects confidentiality and the privacy of others
- ___ Maintains caring relationships with teachers and staff

Comments:

Standard 6: "Societal Context"

A Catholic school administrator is a faith-filled educational leader who promotes the success of all students by understanding, responding to, and influencing the larger societal context.

- ___ Accesses programs and resources for the diverse needs of all students
- ___ Is involved and visible at parish and school events
- ___ Uses data to make decisions and encourages staff to use data to make decisions
- ___ Encourages awareness and involvement in meeting needs of the larger community

Comments:

You may ___ or may not ___ share my name with the administrator.

Signature _____

Date: _____

(Unsigned surveys are not read.)