



## DIOCESE OF YAKIMA OFFICE OF THE BISHOP PRINCIPAL EVALUATION REPORT

<b>Principal:</b>	<b>School &amp; City:</b>
<b>Pastor:</b>	<b>Date:</b>

**Instructions:** Please mark the level of achievement in each category using the following numbered responses.

**1 = Consistently, 2 = Partially, 3 = Not at All, 4 = Insufficient information**

This can either be marked prior to the evaluation meeting or during the meeting and discussion. An interactive version of this evaluation form is available from Diocesan website, which allows you to type in your comments.

**A. Provides leadership in developing and evaluating the philosophy, goals, and objectives for the school.**

- Collaborates with the pastor in implementing the mission and philosophy for the school
- Provides leadership and support for the accreditation process in the school (strongly suggested works on accreditation team for another school)
- Provides leadership and direction in implementing and following the SIP (School Improvement Plan)
- Collaborates with the Office of the Bishop and/or his delegate in developing school programs, by participating in programs, meetings, etc.
- Convenes staff to promote the integration of the school's mission, goals and policies while promoting a work environment of collaboration, subsidiary, and shared decision making

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**B. Promotes ministry in the school as part of the mission of the parish.**

- Promotes and supports coordination of Sacramental Preparation, Family Life Education, Safe Environment Training for volunteers, Youth Ministry, Altar Server training and scheduling with the parish staff and volunteers
- Encourages and provides opportunities for school families to participate in all areas of parish life
- Encourages parent volunteers to participate in parish committees, commissions and volunteer opportunities
- Participates in parish planning and serves as a member of the pastoral staff

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**C. Provides a spirit and climate for continued faith development of the school.**

- Provides opportunity and has high expectation that teachers will attend Catechetical Certification trainings
- Provides and, when appropriate, leads retreat and prayer experiences with school community
- Begins all meetings with prayer
- Promotes a curriculum that integrates Gospel values
- Personally serves as a role model for leadership that is compatible with Christian values
- Encourages a physical climate that exhibits examples of Catholic art and expressions

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**D. Provides leadership for long-term planning for the school.**

- Works with School Commission (in communication with other parish commissions and committees) for long range planning and goal setting
- Collaborates with School Commission in preparing annual budget and setting priorities
- Works with Development (Committee and/or staff and volunteers) to develop a long range financial plan for the school including fund solicitation, fund raising, alumni development and endowment programs

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**E. Effectively develops & administers the school budget.**

- Oversees the development of an overall financial plan for the school
- Collaborates with the School Commission in preparing annual budget and modifying it as needed

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**F. Provides for smooth day-to-day operation of the school.**

- Oversees the development and maintenance of accurate and current student records and files
- Ensures the preparation and submission of all necessary reports to the state and Office of the Bishop in a timely manner
- Creates plans, schedules, a yearly school calendar, events, assemblies, enrichment opportunities and communicates these to staff, parish and families in a regular and timely fashion: (keeping a balance to provide time for quality educational time)
- Works with maintenance staff and volunteers to ensure that the physical plant is clean, secure and safe
- Follows policies and procedures of the Diocese and outlined by the Office of the Bishop, while aligning local policy manuals to be in compliance

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**G. Provides professional development opportunities for faculty and staff.**

- Provides for instructional resources and professional development opportunities while encouraging staff participation in personal and professional development
- Teachers participate in Diocesan in-service, workshops, conventions and convocations
- Teachers and principal maintain memberships in local, state or national professional organizations

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**H. Supervises faculty & staff performance effectively.**

- Ensures the supervision of certified and support staff, minding policies outlines in the Catholic Schools Policies and Procedures Manual
- Is responsible for terminating staff when necessary, following policies and in consultation with the Catholic Schools Department

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**I. Treats all constituents with respect.**

- Ensures the development and maintenance of effective communication systems between parents, teachers and school administration through regular written and verbal communication through
- Provides for regularly scheduled meeting opportunities for parents and teachers
- Ensures the development of policy and procedures for disciplining students that incorporates the value of justice while promoting positive discipline and clear consequences for inappropriate behavior (parent communication is primary to positive discipline procedures)

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**J. Communicates effectively with:**

- Has good written communication skills, uses a weekly (or bi-weekly) newsletter to staff, pastor, parents and School Commission
- Returns phone calls, emails and messages in a timely manner
- Uses skills to facilitate and support communication between all members of the school and parish communities, can help resolve communication issues when they arise

<b>Faculty/Staff</b>	<b>Pastor:</b>	<b>Principal:</b>
<b>Parents</b>	<b>Pastor:</b>	<b>Principal:</b>
<b>Commission</b>	<b>Pastor:</b>	<b>Principal:</b>
<b>Pastor</b>	<b>Pastor:</b>	<b>Principal:</b>
<b>Students</b>	<b>Pastor:</b>	<b>Principal:</b>
<b>Parish Staff</b>	<b>Pastor:</b>	<b>Principal:</b>

**Comments:**

**K. Establishes a school climate conducive to the learners' academic growth.**

- Ensures the development and implementation of a comprehensive curriculum program that complies with Diocesan and state standards
- Implements instructional goals and objectives for each grade
- Evaluates and assesses student achievement through both standard and individualized assessments and results are shared with parents
- Provides leadership and direction in implementing the School Improvement Plan as part of the Accreditation process

<b>Principal Rating by:</b>	<b>Principal:</b>	<b>Pastor:</b>
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**Comments:**

**OVERALL: This year the performance of the principal meets expectations.**

**Principal Rating by:**

**Principal:**

**Pastor:**

**Comments:**

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**Comments Continued . . . .**

**Director of Schools Comments:**

**Comments from Bishop Joseph Tyson:**





# DIOCESE OF YAKIMA OFFICE OF THE BISHOP PRINCIPAL EVALUATION REPORT

Signatures:

\_\_\_\_\_  
School Principal                      Date

\_\_\_\_\_  
Pastor                                      Date

\_\_\_\_\_  
Director of Schools                      Date

\_\_\_\_\_  
Bishop Joseph Tyson                      Date

**CC: Personnel File**