

PRINCIPAL PROFESSIONAL GROWTH ASSESSMENT

RATIONALE:

What makes a principal a good Catholic School principal? While there are as many styles of effective leadership as there are styles of good teaching, professional growth in any style depends upon the principal's ongoing efforts to design performance objectives that will lead toward improvement. Furthermore, as the person most directly responsible for the school, which s/he serves, the principal must be accountable for her/his performance and growth. Consequently, all principals are to participate in professional growth.

The principal's responsibilities are organized into three (3) major competency areas: Spiritual, Managerial, Educational

It is each of these competency areas that are addressed in this assessment.

PURPOSE and USE:

1. This assessment will be used:
 - a) To provide an opportunity for staff to give input regarding the principal's responsibilities;
 - b) To provide an opportunity for parents to give input regarding the principal's responsibilities in the area that pertain to parents;
 - c) To provide an opportunity for the principal's self-reflection concerning her/his responsibilities
2. The results of the assessment will be used:
 - a) To focus discussion between pastor and principal regarding performance;
 - b) To provide information for setting principal performance objectives for the coming school year.

Individual forms are held in confidence by the pastor and are not released to the principal. The forms are collated and summarized and shared with the principal. Each principal chooses with whom else the summary is shared.

Diocese of Springfield in Illinois
Office for Catholic Education

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NAME:

SCHOOL:

DATE:

When completing this form, please answer all questions from your observations of her/him as they affect your specific and general responsibilities as a teacher in the school. Please use the following code:

- 0 Unable to Respond: No basis on which to formulate a judgment.
- 1 Needs improvement: Consistently encounters difficulty in carrying out the specific responsibility.
- 2 Effective: Responsibilities are normally carried out within a reasonable time... and with minimum delays and difficulties.
- 3 Very Effective: Responsibilities are always carried out in a prompt, efficient and conscientious manner.

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I. SPIRITUAL LEADER - Faith development, building of Christian community and the formation of moral and ethical values characterize the Catholic school principal

The Principal...	0	1	2	3
A. Implements the mission and philosophy of the school				
B. Fosters a high standard of professional ethics				
C. Plans, implements and evaluates catechetical efforts within the school				
D. Leads and provides opportunity for staff prayer				
E. Attends school liturgies and related functions				
F. Encourages Christian service within the school, parish and civic community				
G. Encourages parents to confer with staff members				
H. Treats parents and community visitors hospitably				
I. Cooperates with community agencies				
J. Stays alert to the community and to changing conditions that might affect the school				
K. Develops positive working relationships with staff				
L. Develops positive working relationships with parents				
M. Keeps students informed per school events				
N. Is available to students				
O. Is willing to discuss with students their interests and problems				
P. Provides for spiritual/emotional support of school community members				
Q. Promotes a multicultural community				

COMMENTS:

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II. MANAGERIAL: Personnel and school management, financial accountability and development with its ancillary skills in public relations, marketing and outside financial help provide an environment to support student learning.

The Principal...	0	1	2	3
A. Defines basic Diocesan policies				
B. Defines basic school policies				
C. Establishes realistic goals				
D. Coordinates staff efforts				
E. Defines staff duties and responsibilities				
F. Delegates and supervises staff responsibilities				
G. Works to diminish confusion in daily operational procedures				
H. Responds to requests of staff in acquiring materials.				
I. Plans and utilizes her/his time effectively				
J. Plans effective in-service days				
K. Makes necessary preparation before taking action				
L. Makes prompt and workable decisions as circumstances demand				
M. Gives evidence of sustained follow-up for projects and programs				
N. Keeps parents and extended school community informed through exchange of information				
O. Works with beginning teachers as needed				
P. Works to effect a collegial relationship with staff members				
Q. Is able to work with others in an harmonious way				
R. Encourages group participation				
S. Encourages the expression of ideas				
T. Keeps work load of staff balanced and equitable				
U. Supervises all teachers regularly in order to help them improve instructional performance				
V. Provides constructive and appropriate criticism				
W. Minimizes loss of class time in preparing extra activities for students				

COMMENTS:

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III. EDUCATIONAL LEADERSHIP: Knowledge of child development, curriculum and instructional techniques is supported by the implementation of the Core Curriculum Guide by the principal in a Catholic School of the diocese.

The Principal...	0	1	2	3
A. Introduces, promotes, and develops curriculum/program change				
B. Promotes a multicultural approach to education				
C. Maintains contact with current research/practice in both secular and religious areas				
D. Promotes a positive staff morale				
E. Interprets and uses results of testing programs (Achievement & Religion testing)				
F. Identifies and effects needed changes				
G. Attends to professional development of the staff				
H. Knows developmental levels of children				
I. Provides leadership in curriculum implementation				
J. Supervises classroom instruction effectively				
K. Assesses the general effectiveness of the teaching/learning program				
L. Facilitates for the delivery of services for special need students				

COMMENTS:

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QUALITIES OF OVERALL PERFORMANCE:

A Principal in a Catholic school integrates multiple tasks and management performance. This overall performance affects the climate of the school and helps to identify it as a Catholic school.

The Principal...	0	<u>1</u>	2	3
A. Has a clear understanding of duties and responsibilities				
B. Is organized				
C. Provides effective supervision				
D. Makes sound decisions				
E. Is effective in working with staff, students and parents				
F. Encourages use of staff talents/expertise				
G. Praises achievements of staff				
H. Makes self available to staff				
I. Follows through on projects/programs				
J. Exhibits consistency and fairness in dealing with staff, students, parents				
K. Respects individual opinions				
L. Introduces, promotes, and develops curriculum/program change				
M. Promotes/encourages individual professional growth				
N. Uses the services offered by the central office				

COMMENTS:

Signature Optional: _____ Date: _____