

PRINCIPAL PERFORMANCE EVALUATION PROCEDURES

FORMATIVE EVALUATION

PARTICIPANTS

Participating each year with each principal throughout the professional growth and performance evaluation process will be one member of the Diocesan Schools office staff. For those who are interested, an option of a peer evaluator could be exercised for one year of each four-year cycle. Such a request must be made to the Superintendent of Schools who would assign the peer evaluator from an available pool of experienced administrators.

ANNUAL GOAL STATEMENTS

Annual goal statements developed by each principal in dialogue with the evaluator shall be focused on one or more of the following areas:

- Organizational Goals - Goals of the principal which relate to broad diocesan or school goals/program
- Professional Growth Goals - Goals of the principal for his/her own enhanced professional competence
- Personal Growth Goals - Goals of the principal to enhance personal qualities/skills which contribute to effectiveness as a leader

It is recommended that the number of goals identified by any administrator ordinarily not exceed three.

CONFERENCES

A pre-conference to establish goal statements shall be held at the beginning of the cycle. It is possible to accomplish some of this planning via the telephone provided that written documentation is available to both parties.

At least two feedback conferences regarding progress toward goal achievement shall be scheduled between September and February. Additional conferences may be valuable and should be utilized as needed.

OBSERVATIONS

The quantity and type of observations will vary according to goals identified by each individual; particular methods of monitoring specific goals will be included in the annual goal statement section entitled "appraisal method."

SUMMATIVE EVALUATION

PARTICIPANTS

Input for the summative evaluation shall be gathered from the pastor (president/executive coordinator), the board of education, and the professional staff. The professional growth response form shall be used.

COMPONENTS

The diocesan staff member or professional peer collaborating in the performance evaluation will utilize the results of the formative cycle process as well as input from the board of education, pastor (president/executive coordinator), and professional staff in developing the summative evaluation report.

The end-of-cycle conference for the purpose of summative evaluation shall ordinarily be scheduled during April and May. At that time, all data is reviewed with the administrator. The evaluation instrument is discussed and new growth targets and organizational goals established. Prior to inclusion in the administrator's file, the summative evaluation report is then reported to the board of education. The report to the board of education is made in executive session and includes discussion with the administrator regarding past performance, expectations of the board, and possible future goals.