

Name of Principal: \_\_\_\_\_ School: \_\_\_\_\_  
 Name of Pastor: \_\_\_\_\_ School Year: \_\_\_\_\_

**Principal Self-Appraisal and Performance Form – Mid-Year and End-Of-Year**

*Principal: Please appraise your own performance of your assigned roles using the following*

KEY: 1 – Function no longer applicable to my role      2 – I have not been required to perform this function  
 3 – I need assistance to perform this function      4 – I perform all the requirements of this function  
 5 – I perform beyond the requirements of this function

*Principal: Please complete this Self-Appraisal and Performance Form and return to the CSO Representative by Date:*

**I. Self-Appraisal of Assigned Roles from Current Job Description:**

**MISSION AND CATHOLIC IDENTITY**

Faith Community Affairs	✓	✓					
1. Upholds and models a moral code that is consistent with the teachings of the Roman Catholic Church and the mission of the school.			1	2	3	4	5
2. Integrates, in cooperation with the pastor, the mission and Catholic identity into all facets of the teaching-learning process and related activities of the school.			1	2	3	4	5
3. Ensures, in collaboration with the pastor and pastoral team, the development and enhancement of faith community and the integration of faith with the learning process through direct involvement in faculty/staff retreats, student retreats, days of recollection, service programs, the religion program, liturgies and paraliturgical services, etc.			1	2	3	4	5
4. Oversees the preparation and coordination of religion instruction/curriculum at the school level and collaborates with the parish concerning religious education and sacramental preparation programs.			1	2	3	4	5
5. Fosters and actively promotes the engagement and involvement of students, parents, faculty, staff, alumni/ae and benefactors in parish activities and parish life helping to demonstrate the school's value to the parish.			1	2	3	4	5
6. Ensures coordination of the student service learning and religious retreat programs.			1	2	3	4	5

*Principal's Comments with date noted:*

*CSO Representative's Comments with date noted:*

*Pastor's Comments with date noted:*

**ACADEMIC EXCELLENCE**

Academic Affairs	✓	✓					
7. Defines standard job expectations for each position as stated in local handbooks.			1	2	3	4	5
8. Employs, supervises, evaluates, and retains professional staff (both professional administrative and teaching personnel) in consultation with the pastor.			1	2	3	4	5
9. Ensures that the interview process for all professional staff is undertaken according to policies for Catholic schools in the Diocese and reflects attention to requirements for documentation.			1	2	3	4	5
10. Develops or implements, as appropriate, curriculum, standards and instructional programs.			1	2	3	4	5

**Name of Principal:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Name of Pastor:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

	✓	✓						
11. Ensures appropriate assessment of teaching and learning and leads the effort to use assessment data to inform instructional decisions.			1	2	3	4	5	
12. Ensures that school policies, policies for Catholic schools in the Diocese and relevant state and federal regulations are promulgated and implemented concerning academic affairs.			1	2	3	4	5	
13. Ensures the ongoing accreditation of the school.			1	2	3	4	5	
14. Develops and conducts an orientation program for new teachers and delivers the induction program for Catholic schools in the Diocese to new teachers.			1	2	3	4	5	
15. Holds regular faculty meetings and regular in-service training programs for the faculty.			1	2	3	4	5	
16. Assigns, supervises, observes and evaluates all instructional personnel.			1	2	3	4	5	
17. Responsible for all summative personnel evaluations and other professional personnel matters in consultation with the pastor.			1	2	3	4	5	
18. Chairs, or designates leadership for, Subject Area or Grade Level Leaders and others.			1	2	3	4	5	
19. Maintains up-to-date subject and/or grade level curriculum maps/pacing guides.			1	2	3	4	5	
20. Coordinates the process of textbook and instructional materials selection.			1	2	3	4	5	
21. Ensures the coordination of academic departments or subject areas.			1	2	3	4	5	
22. Develops the master schedule for the faculty and students and coordinates itinerant staff scheduling as appropriate.			1	2	3	4	5	
23. Manages daily staffing requirements.			1	2	3	4	5	
24. Oversees management of student records in compliance with policies for the Catholic schools in the Diocese of Erie.			1	2	3	4	5	
25. Oversees the grade reporting process.			1	2	3	4	5	
26. Oversees the integration of up-to-date instructional technology into curriculum and instruction.			1	2	3	4	5	
27. Develops and provides a program of professional staff development including individual plans necessary for continued accreditation and advancement, and an annual calendar of offerings consistent with emerging program needs based on student data.			1	2	3	4	5	
28. Employs, supervises, evaluates and retains selected non-instructional staff in consultation with the pastor.			1	2	3	4	5	
29. Ensures that the interview process for all non-instructional staff is undertaken according to policies for Catholic schools in the Diocese and reflects attention to requirements for documentation.			1	2	3	4	5	
30. Oversees the provision of educational accommodations for students with special needs.			1	2	3	4	5	
31. Oversees government programs.			1	2	3	4	5	
32. Oversees the guidance and counseling programs to include academic guidance, personal counseling and career guidance, if applicable.			1	2	3	4	5	
33. Ensures regular communication with parents.			1	2	3	4	5	
34. Keeps abreast of current developments in Catholic education.			1	2	3	4	5	
Student Affairs	✓	✓						
35. Assumes responsibility for all necessary functions and operations related to management of student affairs.			1	2	3	4	5	
36. Participates in the hiring and dismissal of all extracurricular personnel and selection of volunteers in consultation with the pastor.			1	2	3	4	5	
37. Ensures that school policies, policies for Catholic schools in the Diocese and relevant state and federal regulations are promulgated and implemented concerning student affairs.			1	2	3	4	5	

Name of Principal: \_\_\_\_\_ School: \_\_\_\_\_  
 Name of Pastor: \_\_\_\_\_ School Year: \_\_\_\_\_

38. Provides leadership for:	✓	✓						
a. Assignment of all personnel to supervisory duties.			1	2	3	4	5	
b. Planning and coordination of all extracurricular and athletic activities.			1	2	3	4	5	
c. Student discipline and decorum.			1	2	3	4	5	
d. Annual update of student, faculty/staff and parent handbooks in conjunction with school policies, policies for Catholic schools in the Diocese and state and federal regulations.			1	2	3	4	5	
e. Maintenance of student disciplinary and attendance records.			1	2	3	4	5	
39. Participates in the development of the school calendar.			1	2	3	4	5	
40. Attends/supervises, or ensures for supervision of, school-sponsored events.			1	2	3	4	5	
<i>Principal's Comments with date noted:</i>								
<i>CSO Representative's Comments with date noted:</i>								
<i>Pastor's Comments with date noted:</i>								
<b>OPERATIONAL VITALITY</b>								
Business Affairs	✓	✓						
41. Participates in the annual budgeting process.			1	2	3	4	5	
42. Engages, through collaboration with the pastor and the parish business manager, in the quarterly review of school budget versus year-to-date actuals.			1	2	3	4	5	
43. Ensures compliance with business policies and procedures in all academic, co-curricular and extracurricular activity programs.			1	2	3	4	5	
44. Files reports and maintains records as required by the Diocese of Erie, accrediting agencies and governmental agencies in a timely manner.			1	2	3	4	5	
45. Ensures compliance of faculty and other school employees under direct supervision for the use of appropriate procedures for the request or use of school funds.			1	2	3	4	5	
46. Refers legal matters to the pastor.			1	2	3	4	5	
Institutional Advancement	✓	✓						
47. Actively supports all advancement/development activities of the school.			1	2	3	4	5	
48. Coordinates and supports school involvement in marketing, recruitment, retention, and special events.			1	2	3	4	5	
49. Coordinates all school publicity, publications, webpages, etc. (clearinghouse function).			1	2	3	4	5	

**Name of Principal:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Name of Pastor:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

*Principal's Comments with date noted:*

*CSO Representative's Comments with date noted:*

*Pastor's Comments with date noted:*

<b>GOVERNANCE AND LEADERSHIP</b>	✓	✓						
50. Implements and upholds policies for Catholic schools in the Diocese of Erie regarding academic and student affairs including health, safety, and extracurricular activities.			1	2	3	4	5	
51. Reports to the pastor on academic and student affairs at his request.			1	2	3	4	5	
52. Participates in the leadership and implementation of long-range strategic planning and other planning required by the state, Diocese, or regional accrediting agency.			1	2	3	4	5	
53. Leads specific planning efforts for school improvement and accreditation.			1	2	3	4	5	
54. Ensures procedures that allow for regular collection and presentation of data regarding the faith, academic and student affairs of the school for purposes of annual reporting or as requested to support specific or ongoing initiatives.			1	2	3	4	5	
55. Participates in regular reporting of all plans and progress to the various constituencies of the school.			1	2	3	4	5	
56. Reports to school advisory council on academic and student affairs at the request of the pastor.			1	2	3	4	5	
57. Works cooperatively with the school advisory council chair to develop monthly meetings.			1	2	3	4	5	
58. Works cooperatively with the pastor and school advisory council chair in the identification of and appointment of future/potential council and committee members.			1	2	3	4	5	
59. Works cooperatively with the school advisory council's:								
a. Marketing/public relations committee.			1	2	3	4	5	
b. Advancement committee.			1	2	3	4	5	
c. Fundraising committee.			1	2	3	4	5	
60. Provides information related to long-range strategic planning and other planning required by the state, Diocese and/or regional accrediting agency to the advisory council as it relates to marketing/public relations, advancement, and fundraising.			1	2	3	4	5	
61. Seeks advice and assistance from the school advisory council and its committees for school improvements and accreditation efforts.			1	2	3	4	5	
<b>Liaisons and Other Responsibilities</b>	✓	✓						
62. Represents the school to the Diocese as required by policies for all Catholic schools, state and regional policies and rules regarding principals.			1	2	3	4	5	
63. Represents the interests of the school to diocesan, local, regional, state, and national associations in consultation with the pastor.			1	2	3	4	5	

Name of Principal: \_\_\_\_\_ School: \_\_\_\_\_  
 Name of Pastor: \_\_\_\_\_ School Year: \_\_\_\_\_

	✓	✓					
64. Submits all contracts and work agreements to the pastor for his approval.			1	2	3	4	5
65. Ensures coordination and oversight of personnel issues and management.			1	2	3	4	5
66. Assumes or assigns responsibility for implementation of practices and procedures that support the ongoing security and safety of students, faculty, staff, and others involved in the life of the school.			1	2	3	4	5
67. Participates in an annual performance evaluation by the pastor facilitated by the Catholic Schools Office and consistent with Policy 100.2 in the policies for Catholic schools in the Diocese of Erie.			1	2	3	4	5
68. Performs other duties as required by the pastor.			1	2	3	4	5
<i>Principal's Comments with date noted:</i>							
<i>CSO Representative's Comments with date noted:</i>							
<i>Pastor's Comments with date noted:</i>							

<b>II. Self-Appraisal of General Performance Categories</b>	✓	✓					
1. <b>Mission</b> (models: mission focus, faith, service, Catholic identity, integrity, trust, values, stewardship, morals/ethics, care for others – “walks-the-talk”)			1	2	3	4	5
2. <b>Communication</b> (communicates consistently, communicates clearly, seeks/provides feedback, makes a compelling case/reinforces the mission and vision, allows disagreement, leads effective meetings, listens actively, works with conflict, keeps pastor informed)			1	2	3	4	5
3. <b>Judgment</b> (decisive, collaborative/involves others in decisions, applies learning from past experiences, uses facts and data, seeks continuous improvement)			1	2	3	4	5
4. <b>Flexibility</b> (manages, communicates and leads change; adaptable, creative, innovative, seeks new approaches)			1	2	3	4	5
5. <b>Leadership</b> (gives form to the mission and vision, provides direction, initiative and expectations for high standards; accepts responsibility, empowers, motivates/inspires people, effectively and appropriately delegates responsibility/authority, develops performance, recognizes excellence)			1	2	3	4	5
6. <b>Interpersonal Skills</b> (cooperative, listener, team player, displays emotional intelligence, builds relationships, recognizes/builds talent in others, coaches/challenges others, knows own strengths and limitations, earns respect)			1	2	3	4	5
7. <b>Planning</b> (displays strategic thinking, defines clear goals, ensures follow-through and evaluation of plans, plans, prioritizes, assigns, budgets and reports effectively)			1	2	3	4	5
8. <b>Time Management</b> (productive, organized, goal/results-oriented, sets and meets deadlines, anticipates obstacles, manages stress, generates urgency in others)			1	2	3	4	5
9. <b>Learning Orientation</b> (lifelong learner, works on self-development, uses technical skills/knowledge in his/her field, develops, uses and models technology skills; learns from mistakes, motivates others to learn and improve)			1	2	3	4	5

**Name of Principal:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Name of Pastor:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

*Principal's Comments with date noted:*

*CSO Representative's Comments with date noted:*

*Pastor's Comments with date noted:*

Principal's Signature: \_\_\_\_\_ Date (mid-year): \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date (mid-year): \_\_\_\_\_

CSO Representative: \_\_\_\_\_ Date (mid-year): \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date (end-of-year): \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date (end-of-year): \_\_\_\_\_

CSO Representative: \_\_\_\_\_ Date (end-of-year): \_\_\_\_\_