

Name of Administrator: _____ School(s): _____

Name of President: _____ School Year: _____

**SYSTEM MIDDLE/HIGH SCHOOL ADMINISTRATOR
Self-Appraisal of Performance Form – Mid-Year and End of Year**

Administrator: Please appraise your own performance of your assigned roles using the following scale:

- KEY:** 1 – Function no longer applicable to my role (exclude) 2 – I have not been required to perform this function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 function

<i>Administrator: Please complete this Self-Appraisal and Performance Form and return to the President by Date:</i>						
I. Self-Appraisal of Assigned Roles from Current Role 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 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 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 if applicable, collaborates with the parish concerning religious education and sacramental preparation programs.		1	2	3	4	5
5. Fosters and actively promotes the engagement of students, parents, faculty, staff, alumni/ae and benefactors in their home parish activities and parish life helping to demonstrate the system/school's value.		1	2	3	4	5
6. Ensures coordination of the student service learning and religious retreat programs.		1	2	3	4	5
7. If applicable: Employs and supervises campus ministry/spiritual life personnel in consultation with the president.		1	2	3	4	5
8. If applicable: Ensures coordination of parish-related activities.		1	2	3	4	5
<i>Administrator's Comments with date noted:</i>						
<i>President's Comments with date noted:</i>						

ACADEMIC EXCELLENCE						
Academic Affairs	✓					
9. Defines standard job expectations for each position as stated in local handbooks.		1	2	3	4	5
10. Employs, supervises, evaluates, and retains professional staff (both professional administrative and teaching personnel) in consultation with the president.		1	2	3	4	5
11. 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
12. Develops or implements, as appropriate, curriculum, standards and instructional programs.		1	2	3	4	5
13. Ensures appropriate assessment of teaching and learning and leads the effort to use assessment data to inform instructional decisions.		1	2	3	4	5

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	✓					
14. Ensures that system and 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
15. Ensures the ongoing accreditation of the school in collaboration with the president.		1	2	3	4	5
16. Works with administrative and leadership teams in developing and conducting an orientation program for new teachers and delivering the Diocese induction program for new teachers.		1	2	3	4	5
17. Works with administrative and leadership teams in developing and holding regular faculty meetings and regular in-service training programs for the faculty.		1	2	3	4	5
18. Directs the assignment, supervision, observation and evaluation of all instructional personnel.		1	2	3	4	5
19. Responsible for all summative personnel evaluations and other professional personnel matters in consultation with the president.		1	2	3	4	5
20. Chairs, or designates leadership for, academic departments, subject areas, curriculum committees or coordinators and others.		1	2	3	4	5
21. Ensures curriculum processes, guides, course of study, academic policies, overviews and syllabi, materials, resources, etc. are up-to-date and constructive.		1	2	3	4	5
22. Ensures the coordination of academic departments, grade levels, and/or subject areas.		1	2	3	4	5
23. Coordinates the process of textbook and instructional materials selection.		1	2	3	4	5
24. Supervises the generation of a master schedule for the faculty and students and coordinates itinerant staff scheduling as appropriate.		1	2	3	4	5
25. Provides for the management of daily staffing requirements.		1	2	3	4	5
26. Oversees management of student records in compliance with policies for the Catholic schools.		1	2	3	4	5
27. Oversees the grade reporting process.		1	2	3	4	5
28. Oversees the integration of up-to-date instructional technology into curriculum and instruction.		1	2	3	4	5
29. Works with administrative, leadership and/or curricular groups to provide 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
30. Employs, supervises, evaluates and retains selected non-instructional staff in consultation with the president.		1	2	3	4	5
31. Ensures that the interview process for all non-instructional staff is undertaken according to policies for Catholic schools and reflects attention to requirements for documentation.		1	2	3	4	5
32. Oversees the provision of educational accommodations for students with special needs.		1	2	3	4	5
33. Oversees government programs.		1	2	3	4	5
34. Oversees guidance and counseling programs to include college placement guidance, academic guidance, personal counseling and career guidance.		1	2	3	4	5
35. Ensures regular communication with parents.		1	2	3	4	5
36. Keeps abreast of current developments in Catholic education.		1	2	3	4	5
Student Affairs	✓					
37. Assumes responsibility for all necessary functions and operations related to management of student affairs or employs, supervises, evaluates and retains assistant administrators in consultation with the president.		1	2	3	4	5
38. Participates in the hiring and dismissal of all extracurricular personnel and selection of volunteers in consultation with other administrators and the president.		1	2	3	4	5
39. Ensures that system and 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

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40. Provides leadership for and/or oversees through other appropriate personnel.	✓					
a. Assignment of all personnel to supervisory duties		1	2	3	4	5
b. Planning and coordination of 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 system and 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
f. Development of the school calendar, in consultation with the president, and in accordance with policies for Catholic schools and state regulations.		1	2	3	4	5
g. If applicable: Implementation of the interscholastic athletic program in collaboration with the athletic director.		1	2	3	4	5
h. If applicable: Determine athletic eligibility in collaboration with administrative personnel.		1	2	3	4	5
41. Attends/supervises or ensures for supervision of school-sponsored events in conjunction with leadership groups.		1	2	3	4	5
42. If applicable: Employs, supervises, evaluates and retains assistant principal/dean of students, or similar position, in consultation with the president.		1	2	3	4	5
<i>Administrator's Comments with date noted:</i>						
<i>President's Comments with date noted:</i>						

OPERATIONAL VITALITY						
Business Affairs	✓					
43. Participates in the annual budgeting process.		1	2	3	4	5
44. Engages, through collaboration with financial and/or administrative personnel in the quarterly review of school/campus budget versus year-to-date actuals.		1	2	3	4	5
45. Ensures compliance with business policies and procedures in all academic and extracurricular activity programs.		1	2	3	4	5
46. Files reports and maintains records as required by the system, Diocese, accrediting agencies and governmental agencies in a timely manner.		1	2	3	4	5
47. 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
48. Refers legal matters to the president.		1	2	3	4	5
Institutional Advancement	✓					
49. Actively supports all advancement/development activities of the school.		1	2	3	4	5
50. Coordinates with appropriate system/school personnel to support school involvement in marketing, recruitment, retention and special events.		1	2	3	4	5
51. Coordinates with appropriate system/school personnel on all school publicity, publications, webpages, etc. (clearinghouse function).		1	2	3	4	5
52. If applicable: Provides final approval for all student admittances.		1	2	3	4	5

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GOVERNANCE AND LEADERSHIP						
Board Relations	✓					
53. Implements and upholds board policy as well as policy for Catholic schools in the Diocese regarding academic and student affairs including health, safety, extracurricular and activities.		1	2	3	4	5
54. Reports to the board on academic and student affairs at the request of the president.		1	2	3	4	5
55. Participates in the leadership and implementation of long-range strategic planning and other planning required by the state, diocesan or regional accrediting agency.		1	2	3	4	5
56. Leads specific planning efforts for school improvement and accreditation.		1	2	3	4	5
57. 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
58. Participates in regular reporting of all plans and progress to the various constituencies of the system and school.		1	2	3	4	5
Liaisons and Other Responsibilities	✓					
59. Serves as representative of the academic and student affairs program to the president.		1	2	3	4	5
60. If applicable: Serves as representative of the academic and student affairs program, exclusive of oversight of athletic programs, to the president.		1	2	3	4	5
61. Represents the school to the Diocese regarding policies for Catholic schools, state and regional policies and rules regarding administrators.		1	2	3	4	5
62. Represents the interests of the school to diocesan, local, regional, state and national associations in consultation with the president.		1	2	3	4	5
63. Submits all contracts and work agreements to the president for his/her initials.		1	2	3	4	5
64. Ensures coordination and oversight of personnel issues and management as designated.		1	2	3	4	5
65. 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
66. Participates in an annual performance evaluation by the president, with input from the CSO, and consistent with Policy 100.2 in the policies for Catholic schools in the Diocese of Erie.		1	2	3	4	5
67. Performs other duties as required by the president.		1	2	3	4	5
68. If applicable: Trains and designates a lead teacher to assume responsibility for school operations in the absence of the administrator.		1	2	3	4	5
69. If applicable: Coordinates with parent support organizations to ensure effective collaboration and communication.		1	2	3	4	5
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II. Self-Appraisal of General Performance Categories	✓					
1. Mission (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. Communication (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 president informed)		1	2	3	4	5
3. Judgment (decisive, collaborative/involves others in decisions, applies learning from past experiences, uses facts and data, seeks continuous improvement)		1	2	3	4	5
4. Flexibility (manages, communicates and leads change, adaptable, creative, innovative, seeks new approaches)		1	2	3	4	5
5. Leadership (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. Interpersonal Skills (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. Planning (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. Time Management (productive, organized, goal/results-oriented, sets and meets deadlines, anticipates obstacles, manages stress, generates urgency in others)		1	2	3	4	5
9. Learning Orientation (lifelong learner, works on self-development, uses technical skills/knowledge in his/her field, develops, uses, models technology skills, learns from mistakes, motivates others to learn and improve)		1	2	3	4	5

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President's Comments with date noted:

Administrator's Signature: _____ Date (mid-year): _____

President's Signature: _____ Date (mid-year): _____

Administrator's Signature: _____ Date (end-of-year): _____

President's Signature: _____ Date (end-of-year): _____