**Annual Performance Review**

**And**

**Evaluation of the Principal**

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| **Employee Name** | **School** | **Years in Current School** |
| **Pastor** | **School Year** | **Date of Review** |

**Instructions**

The performance review should be an ongoing process between the pastor and principal for the purpose of promoting the long term professional growth of the principal. This document should be used as a basis of conversation throughout the year with the actions below happening by the suggested dates.

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| **October 15th** | The pastor should meet at least once formally with the principal to discuss where the principal currently falls in each of the categories and to review the progress of system-wide, school, and personal goals for the year. Other meetings may be scheduled throughout the year. |
| **February 15th** | The pastor should complete the performance review with the principal. One copy should be given to the principal, one should be placed in the principal’s personnel file, and one should be sent to the Diocesan Office of Education. |
| **March15th** | The pastor should make contract decisions by this date unless written notice is given to the principal and the Superintendent is notified. |

1. Before meeting to complete the performance review (prior to February 15) the principal should complete the Annual Performance Review and Achievement Summary and return it to the pastor. In addition the principal should rate her/himself on each of the domains on the Principal Performance Appraisal.
2. At the meeting held prior to February 15th the pastor can use this self-evaluation as a starting point for the performance review conversation. He should rate the principal and make any comments.
3. The principal should also recommend personal professional development goals based on this evaluation. These goals can be modified based on the ensuing discussion during the performance review. The pastor should review, possibly modify, and accept the personal professional development plan of the principal.

On the Principal Performance Appraisal each domain is listed with a short explanation. A full explanation of what the principal should accomplish to merit each performance level (exemplary, successful, proficient, emerging, and unsatisfactory) can be found on a separate page. The pastor should mark the one performance level that corresponds most closely to the level at which the principal is performing. The pastor may ask the principal to talk through each area of responsibility and may ask for evidence to support the performance level. Comments and other areas of commendation or concern may be listed in the Overall Recommendation part of the Principal Performance Appraisal.

If the “Unsatisfactory” or “Emerging” performance level is indicated, the principal must develop an Action Plan indicating the time frame, specific actions, and measurable results necessary to address the issue. Principals need to show successful completion of the plan in the timeline indicated to be eligible for continued employment. There should be regularly scheduled reviews of progress toward the plan. The superintendent or associate superintendent may serve as a resource before or help during the performance review process.

**Annual Performance Review and Achievement Summary**

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| **Employee Name** | **School Year** |

***Instructions***

The principal should list the goals that were chosen for the year in the “Goal” boxes below. List data that support your accomplishment of these goals in the boxes marked “Accomplishment”. In the last box, list any other major accomplishments completed since your last performance evaluation. This form should be returned to the pastor to the performance evaluation meeting.

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| **Goal:** |
| **Accomplishment:** |

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| **Goal:** |
| **Accomplishment:** |

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| **Goal:** |
| **Accomplishment:** |

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| **Other Major Accomplishments:** |

Principal’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Performance Action Plan**

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| **Employee Name** | **School** | **Date of Action Plan** |
| **Pastor** | **School Year** | **Dates Plan will be Reviewed** |

When a principal’s performance indicates “Unsatisfactory” or “Emerging” in one or more categories, the principal must complete a Principal Performance Improvement Action Plan and have it approved by the pastor. The principal should indicate specific actions that he/she will take to address the issue, a timeline for completion, and how success will be measured. A copy of the Performance Improvement Action Plan is to be submitted to the Diocesan Education Office. Failure to improve within the specified timeline may result in disciplinary action and/or non-renewal of contract. Please use additional pages if necessary. The pastor should schedule meetings to review progress towards the plan at least once per quarter.

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| **Performance Area:** |
| **Deadline: Date Completed: Comments:** |
| **Action Plan and Professional Development Required** |
| **What data will show the principal was successful:** |

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| **Deadline: Date Completed: Comments:** |
| **Action Plan and Professional Development Required** |
| **What data will show the principal was successful:** |

**Principal’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**