

THE DIOCESE OF DALLAS  
Assistant Principal Evaluation

F-42

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPRAISER: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

4 = Outstanding	Performance as observed clearly exceeds expectations of the Diocese of Dallas
3 = Proficient	Performance as observed is professionally competent and meets expectations of the Diocese of Dallas
2 = Area of Concern	Performance as observed indicates a need of improvement
1 = Unacceptable	Performance as observed does not meet the standards of the Diocese of Dallas and improvement is mandatory
0 = Non Applicable	This competency is not included in this person's job description

*Diocesan policy states that each Assistant Principal in the Diocese of Dallas shall be evaluated. This evaluation form is part of that process. Please answer all questions carefully and objectively. Use the "Comments" section to expand on and give examples of your answers.*

		Self Rating	Appraiser Rating
<b>1.0</b>	<b>CATHOLIC IDENTITY</b>		
A	Demonstrates belief in the school's Catholic philosophy and goals		
B	Promotes development of school community of faith		
<b>2.0</b>	<b>PLAN THE IMPLEMENTATION OF INSTRUCTION AND ASSESSMENT FOR LEARNING</b>		
A	Demonstrates leadership and support for all aspects of curriculum including the evaluation of the program		
B	Provides a supportive climate for teachers to develop innovative programs		
C	Provides for assistance to teachers in using teaching methods appropriate to students' learning styles and needs		
D	Assists school personnel with implementation of individual educational plan through diagnosis, evaluations, interpretation of data and placement		
E	Assists teachers with the ability to understand and utilize a variety of individual and group methods		
F	Assists teachers in evaluating students' progress through the ability to understand and foster the appropriate ages and stages of youth development		

		Self Rating	Appraiser Rating
<b>3.0</b>	<b>PROVIDE STUDENT SERVICES</b>		
A	Ability to involve Counselors, Nurses, and other support personnel in establishing and maintaining goals and objectives as they relate to individual needs		
B	Assists the staff and students in the development of student programs and services.		
C	Assumes responsibility for school discipline in accordance with the school's discipline plan		
<b>4.0</b>	<b>SCHOOL PROGRAMS AND FACILITIES</b>		
A	Assists or is involved in the implementation of Diocesan policy		
B	Participates in Diocesan curriculum development		
C	Shows support of extracurricular activities		
D	Participates in the supervision/scheduling of school programs		
E	Assists in the supervision of building maintenance to ensure health, security, and well being of the students and staff		
F	Supports the Diocesan Program for Safe Environment		
G	Assures that all staff members follow guidelines for the safety of the students		
<b>5.0</b>	<b>COMMUNICATION</b>		
A	Participates in establishing and managing a staff/parent progress reporting system		
B	Provides effective and prompt communication with staff and community regarding school programs, policies, and instructional assignments		
C	Provides opportunities for staff input and demonstrates interpersonal skills		
D	Relates to all members of the parish community respectfully, skillfully, and with support		
E	Provides information concerning opportunities for professional and personal growth of staff		
F	Demonstrates an understanding of and interprets school programs and policies constructively to the local community		
G	Demonstrates ability to keep informed of new developments in curriculum and policies of the Diocese		
H	Assumes initiative for keeping the principal informed.		

		Self Rating	Appraiser Rating
<b>6.0</b>	<b>PROFESSIONAL DEVELOPMENT</b>		
A	Participates in professional development by attending workshops, courses, and through professional reading		
B	Utilize and share information gained through professional development with staff and community		
C	Participates in Diocesan programs, meetings, and development		
D	Keeps update on new and innovative educational practices		
<b>7.0</b>	<b>TECHNOLOGY APPLICATION</b>		
A	Promotes the seamless integration of technology into the classroom		
B	Utilizes technology for communication, staff development, presentations, and record keeping		
C	Supports a comprehensive and up to date technology plan		
<b>8.0</b>	<b>PROFESSIONALISM</b>		
A	Demonstrates professional leadership skills		
B	Maintains appropriate professional standards in attire		
C	Demonstrates punctuality in duties and completion of assigned tasks		
D	Respects and maintains confidentiality		

**Comments:** \_\_\_\_\_

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Assistant Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_