ARCHDIOCESE OF LOS ANGELES
HIGH SCHOOL PRINCIPAL’S EVALUATION
AND ADDENDUM CHECKLIST

PRINCIPAL’S NAME ______________________________________________________

HIGH SCHOOL________________________________________________________________

SCHOOL YEAR 20____ - 20____ DATE____________________________

Categories from the job description may be used as topics for this evaluation:
spiritual, school vision, mission and philosophy, school operations and policies, finance and physical facilities, curriculum, faculty,
pupil personnel services and discipline, co-curricular activities, classified staff, development, enrollment, marketing and community
outreach, consultative board, Safeguard the Children responsibilities, and items from the Addendum Checklist

STRENGTHS

AREAS FOR GROWTH

PRINCIPAL’S COMMENTS

Principal’s Signature ________________________________

Assistant Superintendent’s Signature __________________

Date ______________________

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ADDENDUM CHECKLIST

YES           NO

1. **Catholic Identity**
   a. Religion teachers earn or are working toward earning religion certification. □ □
   b. All faculty members attend annual faith formation day. □ □
   c. Attend principals’ overnight retreat and dinner. □ □
   d. Christian Service forms submitted by deadline. □ □
   e. Annual Catholic Identity and Faculty Faith Formation Report submitted by June 30. □ □

2. **Enrollment and Development**
   a. Enrollment has increased or meets superintendent’s target. □ □
      
      **Total Enrollment:** 2009-10:____ 10-11:____ 11-12:____ 12-13:____ 13-14:____ 14-15:____
      **Targets:** 2010-11:____ 11-12:____ 12-13:____ 13-14:____ 14-15:____
      
      b. Meets or exceeds annual superintendent’s fundraising target. □ □
      
      **Fundraising Target:** 2012-13:____ 13-14:____ 14-15:____
      
      c. Annual Marketing and Public Relations Strategic Plan submitted on time. □ □

3. **Finances**
   a. RETA and 1/12 payments withdrawn on time monthly. □ □
   b. Financial report submitted accurately and on time monthly. □ □
   c. Preliminary budget submitted accurately and on time. □ □
   d. Final budget submitted accurately and on time. □ □
   f. Budget meets archdiocesan guidelines for staffing. □ □
   g. Budget meets archdiocesan guidelines for salary placement. □ □
   h. NCEA and DCS fees submitted on time. □ □
   i. List of Endowment Trust board members, terms and minutes of at least two meetings are submitted each September. □ □

4. **Safeguard the Children**
   a. School adheres to Safeguard the Children procedures including fingerprinting, Virtus certification and re-certification. □ □
   b. VPIN is updated as needed. □ □

5. Attend all principals’ and other designated DCS meetings. □ □
6. **Tidings** and National Catholic Directory information submitted on time. □ □
7. Census submitted by deadline. □ □
8. Archdiocesan admissions protocol observed. □ □
9. DCS online faculty and parent surveys completed. □ □
10. DCS forms submitted on time and timely responses to DCS emails and phone calls. □ □