



**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



ADDENDUM CHECKLIST

	YES	NO
1. <u>Catholic Identity</u>		
a. Religion teachers earn or are working toward earning religion certification.	<input type="checkbox"/>	<input type="checkbox"/>
b. All faculty members attend annual faith formation day.	<input type="checkbox"/>	<input type="checkbox"/>
c. Attend principals' overnight retreat and dinner.	<input type="checkbox"/>	<input type="checkbox"/>
d. Christian Service forms submitted by deadline.	<input type="checkbox"/>	<input type="checkbox"/>
e. Annual Catholic Identity and Faculty Faith Formation Report submitted by June 30.	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>Enrollment and Development</u>		
a. Enrollment has increased or meets superintendent's target.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising Target: 2012-13: _____ 13-14: _____ 14-15: _____		
c. Annual Marketing and Public Relations Strategic Plan submitted on time.	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Finances</u>		
a. RETA and 1/12 payments withdrawn on time monthly.	<input type="checkbox"/>	<input type="checkbox"/>
b. Financial report submitted accurately and on time monthly.	<input type="checkbox"/>	<input type="checkbox"/>
c. Preliminary budget submitted accurately and on time.	<input type="checkbox"/>	<input type="checkbox"/>
d. Final budget submitted accurately and on time.	<input type="checkbox"/>	<input type="checkbox"/>
f. Budget meets archdiocesan guidelines for staffing.	<input type="checkbox"/>	<input type="checkbox"/>
g. Budget meets archdiocesan guidelines for salary placement.	<input type="checkbox"/>	<input type="checkbox"/>
h. NCEA and DCS fees submitted on time.	<input type="checkbox"/>	<input type="checkbox"/>
i. List of Endowment Trust board members, terms and minutes of at least two meetings are submitted each September.	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Safeguard the Children</u>		
a. School adheres to Safeguard the Children procedures including fingerprinting, Virtus certification and re-certification.	<input type="checkbox"/>	<input type="checkbox"/>
b. VPIN is updated as needed.	<input type="checkbox"/>	<input type="checkbox"/>
c. Annual Criteria and Outcomes Report submitted online by February 28.	<input type="checkbox"/>	<input type="checkbox"/>
5. Attend all principals' and other designated DCS meetings.	<input type="checkbox"/>	<input type="checkbox"/>
6. Tidings and National Catholic Directory information submitted on time.	<input type="checkbox"/>	<input type="checkbox"/>
7. Census submitted by deadline.	<input type="checkbox"/>	<input type="checkbox"/>
8. Archdiocesan admissions protocol observed.	<input type="checkbox"/>	<input type="checkbox"/>
9. DCS online faculty and parent surveys completed.	<input type="checkbox"/>	<input type="checkbox"/>
10. DCS forms submitted on time and timely responses to DCS emails and phone calls.	<input type="checkbox"/>	<input type="checkbox"/>