

# 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
<b>1. Catholic Identity</b>		
a. Religion teachers earn or are working toward earning religious 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.		
<b>2. Enrollment and Development</b>		
a. Enrollment has increased or meets superintendent's target. Total Enrollment: 20__-20__; 20__-20__; 20__-20__; 20__-20__ Targets: 20__-20__; 20__-20__; 20__-20__; 20__-20__		
b. Meets or exceeds annual superintendent's fundraising target. Fundraising Target: 20__-20__; 20__-20__; 20__-20__; 20__-20__		
c. Annual Marketing and Public Relations Strategic Plan submitted on time.		
<b>3. Finances</b>		
a. RETA and 1/12 payments withdrawn on time monthly.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.		
e. Budget meets archdiocesan guidelines for staffing.		
f. Budget meets archdiocesan guidelines for salary placement.		
g. NCEA and DCS fees submitted on time.		
h. List of Endowment Trust board members, terms and minutes of at least two meetings are submitted each September.		
<b>4. Safeguard the Children</b>		
a. School adheres to Safeguard the Children procedures including fingerprinting, Virtus certification and re-certification.		
b. VPIN is updated as needed.		
c. Annual Criteria and Outcomes Report submitted online by February 28.		
<b>5. Attend all principals' and other designated DCS meetings</b>		
<b>6. Tidings and National Catholic Directory information submitted on time</b>		
<b>7. Census submitted by deadline</b>		
<b>8. Archdiocesan admissions protocol observed</b>		
<b>9. DCS online faculty and parent surveys completed</b>		
<b>10. DCS forms submitted on time and timely responses to DCS emails and phone calls</b>		

