

**CEDAR CATHOLIC JR. – SR. HIGH SCHOOL**  
**ASSISTANT PRINCIPAL EVALUATION FORM**

† *strength*    **S** *satisfactory*        **N** *needs improvement*    **N/A** *not applicable*

**ASSISTANT PRINCIPAL AS RELIGIOUS LEADER**

1. \_\_\_\_\_ Upholds and advances the school’s Catholic mission and philosophy.
- a. Reflects and models Catholic values and attitudes in interactions with others.
  - b. Provides spiritual leadership for the staff and students as evidenced by participation in public prayer and Mass and in organizing and leading religious activities.
  - c. Supports and exemplifies Catholic doctrine and morality in a manner consistent, in expression and example, with the teachings of the Catholic Church.
  - d. Ensures that no employee of the school teaches, advocates, encourages, or counsels beliefs or doctrines contrary to those teachings.

*Comments:*

**INSTRUCTIONAL LEADERSHIP**

2. \_\_\_\_\_ The assistant principal demonstrates knowledge of and involvement in the curriculum.
- a. The assistant principal works with the staff to establish definite goals and objectives for the total school program.
  - b. The assistant principal schedules a well-balanced school program with the religious and academic areas receiving priority.

*Comments:*

3. \_\_\_\_\_ The assistant principal supervises the instructional staff.
- a. The assistant principal assists staff in setting and implementing instructional strategies, goals, and objectives.
  - b. The assistant principal observes staff in instructional activities.

*Comments:*

4. \_\_\_\_\_ The assistant principal evaluates the instructional staff.
- a. The assistant principal confers with individual staff members concerning strengths and weaknesses.
  - b. The assistant principal develops necessary Employee Improvement Plans with staff members.
  - c. The assistant principal/designee observes staff members with sufficient frequency to ensure a valid evaluation.
  - d. c. The assistant principal hires, fires, and disciplines staff appropriately and according to board policy

*Comments:*

5. \_\_\_\_\_ The assistant principal utilizes instructional resources to meet student needs effectively.
- a. The assistant principal delegates responsibilities when necessary and assigns teaching loads and other duties fairly.
  - b. The assistant principal plans for effective use of school facilities and materials for educational purposes.

*Comments:*

### **ADMINISTRATION AND ORGANIZATION**

1. \_\_\_\_\_ The assistant principal manages students and programs effectively.
- a. The assistant principal demonstrates a genuine interest in students and is responsive to their needs.
  - b. The assistant principal maintains consistent and appropriate discipline standards for students according to policy.

*Comments:*

2. \_\_\_\_\_ The assistant principal effectively manages the office staff.
- a. The assistant principal gives clear and explicit instructions.
  - b. The assistant principal requires efficiency and courtesy.

*Comments:*

3. \_\_\_\_\_ The assistant principal makes effective use of available financial resources.
- a. The assistant principal consistently and accurately tracks and reports financial information to the board.
  - b. The assistant principal maintains fiscal discipline and wise spending patterns according to established budgets and procedures.
  - c. The assistant principal seeks to expand funds in order to meet the goals of the school.

*Comments:*

4. \_\_\_\_\_ The assistant principal exercises responsibility in keeping buildings and grounds attractive, safe, and in good repair.

*Comments:*

### **PROFESSIONAL COMPETENCY**

5. \_\_\_\_\_ The assistant principal maintains good public relations.
- a. The assistant principal promotes healthy parental involvement through activities such as PTA, Booster Club, community organizations, parent volunteers, and others.
  - c. The assistant principal maintains contact with agencies to publicize school activities.

*Comments:*

6. \_\_\_\_\_ The assistant principal accepts and fulfills professional responsibilities.
- a. The assistant principal follows the policies and procedures of the school and school board. This includes such items as being on time, having a good attendance report, complying with conditions stated in the contract, and maintaining records and reports.
  - b. The assistant principal publicizes and explains school rules and Board Policies and Procedures to the staff and community.
  - c. The assistant principal demonstrates professional ethics including compliance with written laws and policies regarding confidentiality in handling personal information about all personnel.
  - c. The assistant principal demonstrates integrity and ability to maintain convictions under pressure.
  - d. The assistant principal maintains poise and self-control.
  - e. The assistant principal dresses appropriately and is well groomed.

*Comments:*

7. \_\_\_\_\_ The assistant principal demonstrates effective interpersonal relationships with

students, staff, and community.

- a. The assistant principal promotes professional respect among students, staff, and community.
- b. The assistant principal is accessible for conferences.
- c. The assistant principal is a responsive listener.
- d. The assistant principal acknowledges good work and extra effort.
- d. The assistant principal demonstrates respect for others.
- e. The assistant principal exhibits consistency and fairness in relationships.

*Comments:*

8. \_\_\_\_\_ The assistant principal demonstrates enthusiasm for education and the total school program.

*Comments:*

*Final Comments, Assistant principal:*

*Final Comments, Principal:*

\_\_\_\_\_  
Assistant Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principa's Signature

\_\_\_\_\_  
Date