



DIRECTION SHEET FOR THE PRINCIPAL GOAL-SETTING FORM

PURPOSE AND PHILOSOPHY

Research has shown that administrators participating in collaborative, well-executed, performance-based, goal-driven evaluations usually exemplify strong, effective leadership, and enhance overall school quality. The goal of the ongoing evaluation process is to collaboratively foster administrator growth and continue to improve leadership practices.

The principal evaluation is based on professional standards that capture the multidimensional role of the principal. The following four standards allow for a balanced measure of the principal's role and responsibilities:

1. Fosters Catholic Identity, Mission, and Vision within the Community
2. Fosters Academic Growth
 - a) Student Growth
 - b) Educator Growth
3. Fosters Pastoral and Professional Relationships
4. Fosters Effective Operations

THE PROCESS

The annual diocesan principal evaluation process is intended to be a positive process calling the principal to spiritual, professional, and personal growth. The process is goal-centered and is predicated on setting, prioritizing, and achieving goals.

ANNUAL TIMELINE			
ACTION ITEM	SCHEDULE	BETWEEN	PURPOSE
Establish 3 – 5 goals in the Standard Areas	By Sept 1st	Principal	Goals should be... <ul style="list-style-type: none">Based on the <i>Professional Standards/ Indicators for Catholic School Principals</i> and informed by relevant evidence.Beneficial to principal's growthSpecific, measurable, achievable, relevant, and time-bound (SMART goals).
Complete Principal Goal Setting Form	By Sept. 1st	Principal	<ul style="list-style-type: none">Carefully review this direction sheet prior to completing the Goal Setting Form.
Initial Meeting	Before Sept. 15 th	Principal and Pastor	Review and approve goals
Introductory meeting	After initial meeting	Principal and Superintendent	Review and discuss approved goals
Mid-Year Meeting	Before Jan. 31 st	Principal and Superintendent	<ul style="list-style-type: none">Discuss and assess progress on meeting the goalsSuperintendent will highlight other areas of commendation or recommendation as related to the <i>Professional Standards/ Indicators for Catholic School Principals</i>
End of year Meeting	Before May 31 st	Pastor, Principal, and Superintendent	<ul style="list-style-type: none">Discuss and assess progress on meeting the goalsSuperintendent will highlight other areas of commendation or recommendation as related to the <i>Professional Standards/ Indicators for Catholic School Principals</i>