

St. Paul Lutheran School
PRINCIPAL EVALUATION FORM

Please rate 5-1 with 5 being the strongest and 1 being the weakest

PRINCIPAL AS RELIGIOUS LEADER

Self Rating / Other Rating

1. _____ Upholds and advances the school's mission and philosophy.
- a. Reflects and models Christian values and attitudes in interactions with others.
 - b. Provides spiritual leadership for the faculty and staff and students and their families as evidenced by participation in public prayer and worship and in organizing and leading religious activities.
 - c. Supports and exemplifies Christian morality and Lutheran doctrine in a manner consistent, in expression and example, with the teachings of the Lutheran 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 principal is responsible for curriculum development and annual review.
- a. The principal works with the faculty and staff to establish definite goals and objectives for the total school program.
 - b. The principal schedules a well-balanced school program with the religious and academic areas receiving priority.

Comments:

3. _____ The principal supervises the faculty.
- a. The principal assists faculty in setting and implementing instructional strategies, goals, and objectives.
 - b. The principal observes faculty in instructional activities.

Comments:

Self Rating / Other Rating

4. _____ The principal evaluates the faculty.

- a. The principal confers with individual faculty members concerning strengths and weaknesses.
- b. The principal develops necessary Employee Improvement Plans with faculty members.
- c. The principal informally and formally observes faculty members with sufficient frequency to ensure a valid annual evaluation.
- d. The principal meets with teachers following formal observations and provides written feedback which is documented and filed.
- e. The principal hires, fires, and disciplines faculty appropriately and according to board and church council policies.

Comments:

5. _____ The principal utilizes instructional resources to meet student needs effectively.

- a. The principal delegates responsibilities when necessary and assigns teaching loads and other duties fairly.
- b. The principal plans for effective use of school facilities and materials for educational purposes.

Comments:

ADMINISTRATION AND ORGANIZATION

6. _____ The principal manages students and programs effectively.

- a. The principal demonstrates a genuine interest in students and is responsive to their needs.
- b. The principal maintains consistent and appropriate discipline standards for students according to policy.
- c. Defines and offers a balanced extra-curricular program.

Comments:

7. _____ The principal effectively manages the office staff.

- a. The principal communicates clearly and explicitly with office staff.
- b. The principal sets guidelines requiring efficiency and courtesy of the office staff.

Comments:

8. _____ The principal makes effective use of available financial resources.

- a. The principal consistently and accurately tracks and reports financial information to the board.
- b. The principal maintains fiscal discipline and wise spending patterns and is responsible for establishing the school budget.
- c. The principal seeks to expand funds in order to meet the goals of the school.

Comments:

9. _____ The principal works with the Business Manager and Maintenance Staff to ensure the buildings and grounds are safe.

Comments:

10. _____ The principal continually follows the sequence of Accreditation requirements to ensure the school remains accredited.

Comments:

PROFESSIONAL COMPETENCY

11. _____ The principal maintains good public relations.

- a. The principal promotes healthy parental involvement through activities such as SPS, Booster Club, community organizations, parent volunteers, and others.
- b. The principal is responsible for developing and implementing marketing, student recruitment, and fund development activities.
- c. The principal maintains contact with the church and community to publicize school activities.
- d. The principal establishes and maintains favorable relations with the Texas District, other Lutheran schools, and local school and community leaders.

Comments:

12. _____ The principal accepts and fulfills professional responsibilities.

- a. The principal follows the policies and procedures of the school board and regularly presents written reports to the board regarding such items as enrollment, finances, staffing, current happenings, and strategic planning (short and long term goals) and development.
- b. The principal publicizes and explains school rules and Board Policies and Procedures to the staff and community.
- c. The principal demonstrates professional ethics in handling personal information about all personnel.
- d. The principal demonstrates integrity and ability to maintain convictions under pressure.
- e. The principal maintains poise and self-control.
- f. The principal dresses appropriately and is well groomed.

Comments:

13. _____ The principal demonstrates effective interpersonal relationships with students, staff, and community.

- a. The principal promotes professional respect among students and their families, faculty and staff, and community.
- b. The principal is accessible for individual and group conferences.
- c. The principal is a responsive listener.

- d. The principal acknowledges good work and extra effort.
- g. The principal demonstrates respect for others.
- h. The principal exhibits consistency and fairness in relationships.

Comments:

14. _____ The principal demonstrates enthusiasm for education and the total school program.

Comments:

Final Comments, Principal:

Final Comments, Other:

Principal's Signature

Date

Board Signature

Date