

Department of Catholic Schools, Diocese of Buffalo

Administrator Evaluation

Administrator Name: _____

Evaluator Name: _____

School: _____

School Year: _____

Catholic Leadership

Category	Distinguished	Successful	Developing	Unsatisfactory
Encourages parish partnerships	Students are actively involved in local parish(es); strong collaboration with pastor(s)	Students are given opportunities for parish involvement	Only some of the indicators are present	None of the indicators are present
Integrates liturgical seasons & celebrations into school life	Liturgies are frequent, active, and liturgical seasons are celebrated	Liturgies are consistent; participation is sporadic; some liturgical seasons are present	Only some of the indicators are present	None of the indicators are present
Promotes parent/guardian partnerships in faith development	High collaboration with parents; programs for parent faith development are offered	Programs are offered	Only some of the indicators are present	None of the indicators are present
Ensures quality religious instruction	High quality curricular materials; religion standards integrated; strong catechetical program for religion teachers	Good curricular materials; religion standards present; catechetical program present	Only some of the indicators are present	None of the indicators are present
Encourages faith development of staff	Quality time and programs for faith development of teachers including a retreat and staff prayer time	Faith development program present as well as faculty prayer	Only some of the indicators are present	None of the indicators are present
Encourages student service projects	High student participation in grade-level programs; consistent emphasis	Student service projects present	Only some of the indicators are present	None of the indicators are present

Category	Distinguished	Successful	Developing	Unsatisfactory
Shares a personal faith	Personal testimonies of faith are woven into speech & action; shares faith readily; engages others in discussions of faith	Faith is shared readily; Personal testimonies are woven into speech & action OR engages others in discussions of faith	One one of the indicators is present	None of the indicators are present
Exhibits a Christian moral outlook	Decisions reflect an active encounter with the Christian moral tradition & inspires others to reflect in this manner	Decisions reflect an active encounter with the Christian moral tradition	Decisions reflect the basics of the Christian tradition	None of the indicators are present
Approaches work from a ministerial perspective	Tasks & encounters are performed in a spirit of Christian service & as a genuine expression of generosity	Tasks & encounters are performed in a spirit of Christian service	In some instances, work is performed in a spirit of Christian service	None of the indicators are present
Models Catholic values	School community views administrator as a spiritual leader--modeling values and leading prayer	School administrator is consistent in modeling Catholic values	Only some of the indicators are present	None of the indicators are present

Educational Leadership

Category	Distinguished	Successful	Developing	Unsatisfactory
Curricular Knowledge	Administrator shows a breadth of knowledge pertaining to the curricular needs of students	Administrator demonstrates knowledge of curriculum	Only some of the indicators are present	None of the indicators are present
Research	Administrator demonstrates familiarity with educational research and uses research to drive decisions	Administrator demonstrates some familiarity with research in some areas	Only some of the indicators are present	None of the indicators are present
Professional Development	Develops a strong professional development plan for teachers; Supports the efforts of teachers to learn	Supports professional development & teacher learning	Only some of the indicators are present	None of the indicators are present
Learning for all students	Understands the needs of all learners and develops a program to serve all students	Supports programs to serve all students	Only some of the indicators are present	None of the indicators are present
Data	Uses data to identify change and drive decisions	Familiar with important data	Only some of the indicators are present	None of the indicators are present
Safety	Foresees issues in student safety and works to establish a safe school environment	Establishes a safe school environment	Only some of the indicators are present	None of the indicators are present
Instructional Supervision	Actively supervises instruction, consistent in evaluating teachers	Consistent in evaluating teachers	Only some of the indicators are present	None of the indicators are present

Managerial Leadership

Category	Distinguished	Successful	Developing	Unsatisfactory
Decision-making	Strong decisions and consistent follow through	Makes decisions when needed, usually follows through	Only some of the indicators are present	None of the indicators are present
Authority & Leadership	Distributed leadership exists throughout the school; administrator works to develop the leadership capacity of the leadership team, parent associations, school board/council, and students	The administrator maintains control of most areas and delegates other areas	The administrator serves as the the source of school authority	There is no clear authority
Staff Morale	Motivates employees and builds strong school culture	Strong school culture	Only some of the indicators are present	None of the indicators are present
Board/Council relations	Collaborates well with Board/Council, keeping them informed and active	Works to keep Board/Council informed	Only some of the indicators are present	None of the indicators are present
Strategic Planning	Has a well-formulated strategic plan and works to implement it consistently	Works to identify future needs of the school and plans for the future	Only some of the indicators are present	None of the indicators are present
Enrollment	Aware of future trends & needs and is active in recruiting and marketing efforts	Active in recruiting and marketing	Only some of the indicators are present	None of the indicators are present
Conflict	Manages conflict extremely well	Manages most conflicts well	Only some of the indicators are present	None of the indicators are present
School rules	Consistently enforces school rules, highly knowledgeable about rules & policies	Consistently enforces school rules	Only some of the indicators are present	None of the indicators are present
Communication	Highly approachable and available; effective, clear, and consistent communication	Highly approachable and available OR effective, clear, and consistent communication	Only some of the indicators are present	None of the indicators are present
Confidentiality	Highly confidential and always respectful of privacy	Confidential and respectful of privacy concerns	Only some of the indicators are present	None of the indicators are present

Category	Distinguished	Successful	Developing	Unsatisfactory
Facilities	Highly concerned about the cleanliness & appearance of facilities; consistently works to improve	Concerned about the cleanliness and quality of the facility	Only some of the indicators are present	None of the indicators are present
Diocese	Active in all Diocesan principal activities; represents the Diocese, enforces all Diocesan policies	Active in all Diocesan principal activities; familiar with Diocesan policies	Only some of the indicators are present	None of the indicators are present

	Spiritual Leadership (10)	Educational Leadership (7)	Managerial Leadership (12)
Survey Average			
Distinguished			
Successful			
Developing			
Unsatisfactory			

Pastor/Board Totals			
Distinguished			
Successful			
Developing			
Unsatisfactory			

Self-Evaluation Totals			
Distinguished			
Successful			
Developing			
Unsatisfactory			

Catholic Schools Office Totals			
Distinguished			
Successful			
Developing			
Unsatisfactory			

Notes:	
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Signatures:

Dates

Pastor/Board Chair

Administrator

Superintendent
