

**ARCHDIOCESE OF BALTIMORE
PROFESSIONAL GROWTH INSTRUMENT FOR ASSISTANT PRINCIPALS**

The purpose of this instrument is to gather information and provide feedback for the assistant principal's professional growth. It is designed to be general rather than specific since assistant principals have a variety of different jobs. The principal will evaluate the assistant principal. It is recommended that the principal and assistant principal work on this assessment jointly. This process is intended to assess performance and promote ongoing professional growth of the Assistant Principal.

NAME: _____

DATE OF EVALUATION: _____

SCHOOL: _____

YEARS AS ASSISTANT PRINCIPAL _____

Current Status: **Full Time administrator** _____
 Part Time Administrator/Teacher _____

Please use the following rating scale:

EXCEEDS STANDARDS ES
MEETS STANDARDSMS
NEEDS IMPROVEMENT NI
UNSATISFACTORY U
NOT APPLICABLENA

A written comment should be included if an assistant principal is rated ES, NI, or U. Attach a list of your duties/job description that will be evaluated.

ASSISTANT PRINCIPAL AS CATHOLIC FAITH LEADER

The assistant principal has a leadership responsibility for the spiritual life and growth of staff and students. The assistant principal gives witness to the Catholic faith by personal example and demonstrates a loyalty and understanding of the Church and its teaching.

- 1. Promotes the Catholic atmosphere of the school community _____**
- 2. Provides opportunities for prayer and liturgical experiences for members of the school community _____**
- 3. Works toward or maintains catechist certification for himself/herself _____**
- 4. Assures that Religion is an integral part of the school curriculum _____**
- 5. Provides staff opportunities for spiritual formation _____**
- 6. _____**
- 7. _____**

Comments:

ASSISTANT PRINCIPAL AS INTERPERSONAL RELATOR

The assistant principal as interpersonal relator fosters positive relationships among administrators, teachers, parents, other staff members, and students. Through effective and empathetic communication a positive and productive climate in the school is created.

1. Demonstrates respect for others _____
2. Works collaboratively with others _____
3. Communicates in a prompt, professional manner with administrators _____
faculty _____
parents _____
students _____
other staff _____
4. Establishes positive working relationships with others _____
5. Facilitates conflict resolution _____
6. _____
7. _____

Comments:

ASSISTANT PRINCIPAL AS ADMINISTRATOR/MANAGER

The assistant principal, as an integral part of the administrative team, shares in managing and organizing the day to day operation of the school.

- 1. Submits reports in a timely manner _____**
- 2. Completes duties in a timely manner _____**
- 3. Complies with Archdiocesan and school policies and procedures _____**
- 4. Provides and implements a sound code of discipline for the school _____**
- 5. Maintains accurate records for the students and faculty _____**
- 6. Initiates services, programs, or workshops to meet the needs of the school _____**
- 7. _____**
- 8. _____**

Comments:

ASSISTANT PRINCIPAL AS AN INSTRUCTIONAL LEADER

The assistant principal as instructional leader works with the principal to provide leadership in the development of the educational program in light of the school's philosophy and goals. This creates an atmosphere that allows for the continuing growth of the faculty, staff, and students.

1. Supervises teacher development _____
2. Insures that curriculum guidelines are met _____
3. Provides staff development opportunities _____
4. Facilitates mentorships for new teachers _____
5. Engages in long range curriculum planning _____
6. Identifies and addresses specific needs within the school _____
7. Participates in parent conferences _____
8. Takes an active role in the accreditation process _____
9. _____
10. _____

Comments:

**ASSISTANT PRINCIPAL
GOALS AND OBJECTIVES FOR THE SCHOOL YEAR**

An important component of professional growth is to develop educational goals and objectives to guide and direct your efforts for the school year. Write your goal(s) with strategies and a timeline for each.

GOAL:	STRATEGY:	TIME:

COMMENTS:

SIGNATURE OF EVALUATOR _____ DATE _____

SIGNATURE OF ASSISTANT PRINCIPAL _____ DATE _____

The assistant principal's signature does not necessarily constitute agreement, but recognition of review. In cases of disagreement assistant principals may attach a letter to be included in their file

This document should be placed in the assistant principal's personnel file.

A copy of this document should be sent to:

**Dr. Donna Hargens, Superintendent of Catholic Schools,
320 Cathedral Street, Baltimore, MD 21201, at the end of the school year (June 30th).**