

CATHOLIC IDENTITY

FAITH LEADER

The Catholic school finds its true justification in the mission of the Church. The school must be a means for the local church to evangelize, educate and contribute to the formation of a healthy and morally sound lifestyle among its members. The governing authority of the diocese and/or the school fulfill this responsibility by insuring that all aspects of the school are rooted in Catholic education philosophy, which brings faith, culture and life into harmony.

- Ohio Catholic School Accrediting Association

DIRECTIONS: Please check the appropriate areas. The “Not Evident” and “Needs Improvement” items may become target areas for the next year.

The principal as faith leader of the school community will actively promote discipleship of Jesus Christ as integral to the school’s Catholic culture and mission.

The Principal:

1. Interviews and recommends to the hiring agent, faculty and support staff who live and give witness to the basic moral and social teachings of the Church in everyday actions.
 Evident Needs Improvement Not Evident
2. Articulates the Catholic mission of the school to faculty, staff, students and stakeholders.
 Evident Needs Improvement Not Evident
3. Provides evidence that all religion teachers are Catholic and hold basic catechetical certification (or working toward it).
 Evident Needs Improvement Not Evident
4. Provides evidence that all school curriculum and catechesis are infused with Catholic beliefs, teachings and Gospel values.
 Evident Needs Improvement Not Evident
5. Creates an environment that reflects Catholic identity.
 Evident Needs Improvement Not Evident

6. Supports and fosters prayer, worship and an active sacramental life.
 Evident Needs Improvement Not Evident

7. Promotes and provides ongoing religious formation for the faculty and staff.
 Evident Needs Improvement Not Evident

8. Gives witness to the basic moral and social teachings of the Church which promotes the atmosphere for peace and justice.
 Evident Needs Improvement Not Evident

9. Respects the dignity of each person with whom he/she makes contact.
 Evident Needs Improvement Not Evident

Comments/Commendations: _____

ORGANIZATIONAL LEADERSHIP

ADMINISTRATIVE LEADER

The governing authority and chief administrator of the school shall establish and communicate the school's mission, philosophy, direction, priorities, and strategies for addressing stakeholder needs, especially those of students.

In addition, they will serve as positive role models, reinforce best practices and provide strong leadership.

The governing authority of the school will be responsible for developing policies governing the school's operations and educational programs which are consistent with applicable diocesan, state, and federal law and regulations.

- Ohio Catholic School Accrediting Association

DIRECTIONS: Please check the appropriate areas. The "Not Evident" and "Needs Improvement" items may become target areas for the next year.

The principal as an administrative leader of the school community will actively promote organizational leadership as integral to the school's Catholic culture and mission.

The Principal:

1. Creates an environment that is student-focused and supports students' developmental needs.
 Evident Needs Improvement Not Evident
2. Encourages high expectations for student and staff performance and a commitment to continuous improvement.
 Evident Needs Improvement Not Evident
3. Assesses the needs of students and stakeholders in order to make informed decisions about curriculum, instruction, and goals.
 Evident Needs Improvement Not Evident
4. Provides evidence that diocesan policies and educational goals are implemented and supported in school materials, curriculum, and related activities.
 Evident Needs Improvement Not Evident

5. Assures that the mission and educational goals of the school's improvement plan reflect the teachings and mission of the Catholic Church.

Evident Needs Improvement Not Evident

6. Provides evidence of the implementation of the Diocesan Policy for the Safety of Children in Matters of Sexual Abuse.

Evident Needs Improvement Not Evident

7. Listens and responds in a timely manner to concerns voiced by stakeholders.

Evident Needs Improvement Not Evident

8. Attends and participates in diocesan meetings of principals and school leaders.

Evident Needs Improvement Not Evident

9. Maintains appropriate school and public records.

Evident Needs Improvement Not Evident

Comments/Commendations: _____

FACULTY AND STAFF FOCUS

COLLABORATIVE LEADER

The governing authority of the school shall employ a credentialed and support staff who further the mission of the school. This staff shall be encouraged to engage in ongoing professional development to enable them to best serve the needs of students and the organization. The school shall maintain a healthy and safe environment for the staff.

Credentialed and support staff shall be recruited, employed, assigned, evaluated and provided professional development without discrimination on the basis of age, color, ancestry, national origin, race, gender, disability or veteran status.

- Ohio Catholic School Accrediting Association

DIRECTIONS: Please check the appropriate areas. The “Not Evident” and “Needs Improvement” items may become target areas for the next year.

The principal as collaborative leader of the school community will actively promote collaborative leadership as integral to the school’s Catholic culture and mission.

The Principal:

1. Recommends for hire credentialed staff members who hold the appropriate certification from the Ohio Department of Education and the Office of Catechetical Services.
 Evident Needs Improvement Not Evident
2. Maintains appropriate and comprehensive personnel files on faculty and staff.
 Evident Needs Improvement Not Evident
3. Insures compliance with BCII criminal background checks, and all other diocesan directives regarding hiring.
 Evident Needs Improvement Not Evident
4. Supervises and evaluates faculty and staff and uses effective progressive discipline where appropriate.
 Evident Needs Improvement Not Evident

5. Provides teachers with time for designing their work, evaluating student progress, conferencing, and team planning.

Evident Needs Improvement Not Evident

6. Supervises and evaluates volunteers.

Evident Needs Improvement Not Evident

7. Develops an organizational design for the school, which promotes communication, cooperation, and the sharing of faith.

Evident Needs Improvement Not Evident

8. Encourages faculty and staff to improve and utilize professional development opportunities.

Evident Needs Improvement Not Evident

9. Demonstrates knowledge and commitment to the school mission, philosophy, and identified target areas.

Evident Needs Improvement Not Evident

10. Assists in maintaining a learning environment that is healthy and safe for the faculty, staff, and students.

Evident Needs Improvement Not Evident

Comments/Commendations: _____

STUDENT AND STAKEHOLDER FOCUS

COLLABORATIVE LEADER

The governing authority of the school shall establish high expectations for students and continually assess student progress toward meeting these expectations. The curricular and instructional program will be designed, evaluated, and modified when necessary to assist students in fulfilling these high expectations.

- Ohio Catholic School Accrediting Association

“Stakeholder” as defined by OCSAA, means those who directly affect or are affected by the educational success of the school.

DIRECTIONS: Please check the appropriate areas. The “Not Evident” and “Needs Improvement” items may become target areas for the next year.

The principal as collaborative leader of the school community will actively involve stakeholders as integral to the school’s Catholic culture and mission.

The Principal:

1. Communicates with parents on a regular basis regarding clear, high expectations for academic performance/progress, attendance and student conduct.
 Evident Needs Improvement Not Evident
2. Formulates and fairly administers an effective student disciplinary policy.
 Evident Needs Improvement Not Evident
3. Communicates effectively in ordinary and extraordinary circumstances with all parties as required.
 Evident Needs Improvement Not Evident
4. Monitors and analyzes educational programs, service, and instructional materials to determine their effectiveness in helping students meet learning objectives.
 Evident Needs Improvement Not Evident

5. Regularly reviews lesson plans for implementation of diocesan courses of study.

Evident Needs Improvement Not Evident

6. Periodically reviews and revises student handbook with faculty input.

Evident Needs Improvement Not Evident

7. Provides evidence of monitoring an assessment system that is in agreement with the courses of study and includes:

a. Guidelines for using multiple assessment results for instruction, evaluation, intervention, guidance, and grade-promotion decisions.

Evident Needs Improvement Not Evident

b. Written policies and procedures regarding placement and participation of students with special needs.

Evident Needs Improvement Not Evident

c. Ongoing professional staff development that complies with:

- District Plan
- School Improvement Plan
- Local Professional Development Committee Goals

Evident Needs Improvement Not Evident

Comments/Commendations: _____

EDUCATIONAL PROGRAMS AND SUPPORT

VISIONARY LEADER

The governing authority of the school shall develop and operate an instructional program that draws on best practice to ensure that each student is encouraged to reach his/her potential. Support Services shall be provided that foster the school's Catholic identity and create a safe and healthy environment for students. The school shall cultivate partnerships with key stakeholders to support the educational programs.

Educational programs and experiences shall be designed and implemented to provide a Catholic education of high quality for all students. Students shall be provided sufficient time and opportunity to meet diocesan and/or school performance requirements and objectives measured by required state-mandated tests. Instruction shall include intervention that is designed to meet student needs.

- Ohio Catholic School Accrediting Association

DIRECTIONS: Please check the appropriate areas. The "Not Evident" and "Needs Improvement" items may become target areas for the next year.

The principal as visionary leader of the school community will actively promote educational programs and support as integral to the school's Catholic culture and mission.

The Principal:

1. Operates the school complying with section 3313.48 of the Ohio Revised Code regarding instructional student days with the development of the annual school calendar.

Evident

Needs Improvement

Not Evident

2. Monitors that instruction, educational options, and individual instructional plans are developed when needed.

Evident

Needs Improvement

Not Evident

3. Uses operational support services which are designed to create an educational environment conducive to effective teaching and learning.

a. Administrative and credentialed staff;

b. School building(s) and grounds monitored to accommodate students and staff safely.

Evident

Needs Improvement

Not Evident

4. Prepares budget for approval by the pastor or ecclesiastical liaison and effectively administers the budget.

Evident

Needs Improvement

Not Evident

Comments/Commendations: _____

STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT

VISIONARY LEADER

The Catholic school through the self-study process and the accreditation process of the Ohio Catholic School Accrediting Association conducts a comprehensive review of its education programs and organizational effectiveness to determine whether they are aligned with Ohio law, the school's mission, goals, objectives and strategic plan.

- Ohio Catholic School Accrediting Association

NOTE: Standards can be found in *Operating Standards for Ohio Catholic Schools*.

DIRECTIONS: Please check the appropriate areas. The "Not Evident" and "Needs Improvement" items may become target areas for the next year.

The principal as visionary leader of the school community will actively promote strategic planning and continuous improvement as integral to the school's Catholic culture and mission.

The Principal:

1. Fulfills requirements for accreditation by the Ohio Catholic School Accrediting Association.
 Evident Needs Improvement Not Evident
2. Engages in the development of short and long-term strategies that are in agreement with the school's identified needs.
 Evident Needs Improvement Not Evident
3. Uses qualitative and quantitative data to promote innovation, improve instructional learning and performance, and set higher goals for future achievement.
 Evident Needs Improvement Not Evident
4. Evaluates and shares the school improvement plan with all stakeholders.
 Evident Needs Improvement Not Evident

5. Continues to monitor the school's enrollment, tuition, faculty and staff statistics.

Evident Needs Improvement Not Evident

6. Communicates with pastor or ecclesiastical liaison and parish staff.

Evident Needs Improvement Not Evident

7. Keeps informed of current developments in education, educational law and pedagogy.

Evident Needs Improvement Not Evident

Comments/Commendations: _____

PERFORMANCE ASSESSMENT

PRINCIPAL _____ SCHOOL _____

TARGET AREAS

DIRECTIONS: If a specific element was checked “Not Evident” or “Needs Improvement” in a given area, that item may be considered as a potential target for assessment within the following contract year.

Note: Standards can be found in [Operating Standards for Ohio Catholic Schools](#).

FAITH LEADER: Catholic Identity (STANDARD I)

TARGET: _____

Objectives: _____

ADMINISTRATIVE LEADER: Organizational Leadership (STANDARD II)

TARGET: _____

Objectives: _____

COLLABORATIVE LEADER:

Student & Stakeholder Focus (STANDARD IV)
Faculty & Staff Focus (STANDARD V)

TARGET: _____

Objectives: _____

VISIONARY LEADER:

Strategic Planning & Continuous Improvement (STANDARD III)
Educational Programs & Support (STANDARD VI)
Using Data to Improve Performance Results (STANDARD VII)
Procedures for Evaluation and Intervention (STANDARD VIII)

TARGET: _____

Objectives: _____

If necessary, additional comments, objections and/or explanations should be attached to the completed document.

NOTE: Your signature does not imply your agreement with this review, it simply verifies that a formal review has been conducted with you.

Signature of Principal: _____ Date: _____

Signature of Evaluator:
(Pastor/Ecclesiastical Liaison) _____ Date: _____