Diocese of Rockford
Department of Educational Services

ADMINISTRATOR REVIEW by
COUNCIL OF ADMINISTRATION OR BOARD OF CONSULTORS

School Year 2021 - 2022

Name of Administrator:		School:	

Rating Scale: 1 = Area of Strength 2 = Meets Expectations *3 = Area for Growth NA= Not Able to Evaluate	**RATING**
1. The Administrator participates in the development and communication of the school's mission and philosophy, which reflect the unique Catholic character of the school.	
2. The Administrator facilitates the study and implementation of the school's mission and philosophy, as well as assesses their impact on student learning.	
3. The Administrator promotes the Catholic identity of the school and monitors its presence within the school community.	
4. The Administrator recognizes and respects the role of parents/guardians as the first educators of their children.	
5. The Administrator initiates the review and development of curriculum in relation to the school's philosophy, learning expectations and student needs.	
6. The Administrator fosters a school climate, which gives evidence of mutual respect, open communication and collaboration.	
7. The Administrator makes decisions that reflect a sense of respect and justice.	
8. The Administrator recognizes and honors his/her responsibility to be a positive model for faculty, staff and students.	
9. The Administrator participates in opportunities to grow in his /her Faith.	
10. The Administrator speaks, acts, and instructs in a manner that is consistent with the teachings of the Church.	
11. The Administrator fosters confidence in others by delegating responsibilities.	
12. The Administrator places emphasis on the performance evaluation process of both faculty and staff.	
13. The Administrator monitors student progress in consultation with parents, teachers and students in a concerned and cooperative manner.	
14. The Administrator encourages and develops the leadership and professional development of faculty and staff.	
15. The Administrator communicates clearly and effectively with teachers, parents, and students.	
16. The Administrator implements the diocesan professional growth requirements, including catechetical certification, for himself/herself as well as the faculty.	
17. The Administrator maintains accurate records and meets deadlines established by others.	
18. The Administrator displays the ability to make responsible decisions, use good judgment and follow through with commitments made.	
19. The Administrator demonstrates long range planning and has future goals in place.	
20. The Administrator employs development and marketing strategies while working with appropriate groups within the school and civic communities.	
21. The Administrator collaborates with the faculty/staff in developing and enforcing consistent, positive student management.	
22. The Administrator effectively and efficiently manages the school's financial and material resources.	
23. The Administrator promotes a physical environment that is safe and conducive to learning.	

**If you assign a 3 to one or more categories, the Catholic Education Office asks that you write an explanation of the rating in either of the "Areas for Growth" section on the second page or on a separate sheet of paper. Your input is very helpful to our office in assessing the performance of your school administrator.*

- Areas of Strength:

- Areas for Growth:

- Other Comments:

*Please use the areas above (as well as additional sheets if needed) to add comments regarding the performance of the school administrator.

Reviewer Signature:_____ Date:_____

Reviewer Printed Name: _____

Diocesan Superintendent
of Schools Signature:_____ Date: _____

Administrator Signature:_____ Date: _____

The Administrator has the right to respond to this report in writing.

Return to: Diocesan Superintendent of Schools, P. O. Box 7044, Rockford, IL 61125 by February 25th