

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Appraisal/Evaluation

The main purpose of staff job appraisal/evaluation is the professional and spiritual growth of personnel in order to better form students as disciples and learners. Therefore, it is essential that personnel be afforded the right and opportunity to be properly appraised/evaluated.

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that the employees of the Catholic schools in the Diocese of Des Moines be evaluated through an ongoing process to collect data for formative and summative purposes. The processes and instruments should be made available to all licensed personnel.

All licensed school personnel shall be appraised/evaluated by a licensed, trained evaluator using the tools and procedures approved by the Bishop or his designee and used by the Catholic Schools Office. Administrators (Principal/Assistant Principal) will be evaluated by the Superintendent and/or Superintendent's designee. Teachers will be evaluated by the School Principal or Assistant Principal. All evaluators must hold an Iowa Evaluator Approval Endorsement.

Presidents and/or Executive Directors are to be evaluated on an annual basis. Evaluations will be conducted by the Superintendent and may include information from the board of education, board of directors, or others. Results of the evaluation will be shared with the Bishop and copies will be retained in the Catholic Schools Office.

While the primary purpose is for growth and improvement, the process may result in the non-renewal or termination of a contract or employment.

Policy Adopted: March 19, 1979

Policy Revised: January 21, 2019
July 30, 2021