

## **RESPONSIBILITY FOR ASSESSMENT**

### **Professional Staff**

Recognizing that the objective evaluation of its professional staff is one means by which the Diocese of Salt Lake City continuously improves the level of instruction for all students and the quality of its many programs, the Catholic Schools Office is responsible for establishing a process of evaluation. The instruments to be used in the schools whereby this goal is achieved are to be procured through the Catholic Schools Office.

In the formulation of these procedures, the following shall be considered:

1. Formative evaluation is to be used as a constructive measure to counsel and guide the teacher and/or administrator to achieve the highest level of competency.
2. The evaluation process is to be considered an ongoing and constantly changing procedure to allow the use of better methods and techniques for evaluation as they are developed.
3. Appraisal shall be carried out in the light of individualized objectives based on job description criteria which principal and teacher have agreed upon and which are compatible with diocesan educational goals.
4. Data recorded as a result of the evaluation process will be treated as a confidential matter.
5. Each Catholic school principal is to implement the diocesan policies for the summative evaluation of faculty/staff and of themselves. This evaluation is placed in each employee's personnel file.

### **Non-Professional Staff**

All non-professional staff members should receive a written evaluation during the course of the year. This evaluation is used as a constructive means to counsel and guide individuals to achieve their highest level of job performance. Non-professional staff members are evaluated on the basis of their job description. The completed evaluation is placed in each employee's personnel file.