



Administrator Evaluation Procedure

Note: All administrators have a folder located [here](#), that contains all evaluation documents. Please make all changes on the document in your folder.

1. **Complete Self-Assessment** (located in your folder) [self-assessment](#)
 - Review the formative rubric and highlight the descriptors that best reflect your work.
 - It's acceptable to highlight portions of a descriptor.
 - Select 9 “Characteristics” that resonate with your school’s initiatives, align with your personal goals, or reflect strengths you wish to be assessed. Indicate your chosen 9 on the [Administrator Phase spreadsheet](#) under your tab.
2. **Identify Goals**
 - Identify three “Characteristics” that you believe will most effectively support your growth as a leader and set them as your goals
 - Highlight these on your .
3. **Identify key performance indicators**
 - [Unwrap the 10 characteristics in the I do, We do, They do](#) approach, or revisit those previously examined to confirm their continued relevance.
 - These pieces of evidence must be approved by the evaluator.
 - [Examples of evidence](#)
4. **Complete the [Administrator Personal Growth Plan](#)** (located in your folder) **Using the three chosen goals**
5. **Define Evidence Collection Methods:** Identify the types of evidence you will gather to support your progress. Examples include: Meeting agendas, Walkthrough checklists, Data charts, Schedules - [Examples](#)
6. **Establish a Documentation Process:** Create a systematic approach for organizing and linking evidence to your growth plan. For instance: Use a Google folder to store and categorize documents related to your goals.
7. **Identify dates for check ins and the Evaluation Cycle and Timeline:**
 - Set dates for the mid-year and end of the evaluation meetings

- Arrange regular meetings with your evaluators according to the timeline to review progress and make adjustments as needed.

8. Mid-Year Evaluation Meeting: Share Your Journey

- In this meeting, you'll have the opportunity to present your progress and achievements to the evaluation team. Walk them through your work and highlight the key milestones you've reached in relation to your goals. Use concrete evidence and standout artifacts to illustrate your growth. Be sure to discuss what's going well, the challenges you've encountered, any necessary changes, and the additional support you might need.

9. Check-in with evaluators as indicated in the timeline

10. **End of the year - Complete Self-Assessment** - Can use self assessment from the beginning of the year with a new color highlighter to show changes.

11. **End of the year – Tell your story** - – You will walk the evaluation team through the work you did and the progress you made on your goals. Use your evidence to tell your story. Highlight particular artifacts that represent your growth the best. What went well? What challenges did you face? What would you do differently?

12. **Complete Survey** Reflect on the evaluation process and outcomes.

Evaluation Considerations:

- Student growth – Administrators and teachers need to be evaluated on the same goal.
- Will any student scores be exempt from the overall student growth calculations for classroom teachers and administrators? Need to have a written policy

Timeline for School Administrator Evaluation

PLC - September 12 - Introduce Process, Assign Folders, and start picking 9 characteristics.

September Initial Planning

- **Initial Planning** - Completed before October kick off meeting. Let your evaluator know if you need help or have questions.

- Review evaluation criteria and goals for the year and pick 9 characteristics for which you will be evaluated. Add to the Administrator Phase spreadsheet due **September 20th**.
- **Due September 20th** - Complete self-assessment
- Identify 3 goals - Highlight them on your self-assessment
- Unwrap standards - Identify key performance indicators for each “Characteristic”
- Develop an action plan by the end of the month with specific objectives, strategies, and measurable outcomes.

October Teachers First Success Sessions: Evaluation Kickoff

- **Kickoff Meeting 2-3 hours**
 - Review the goal setting and action plan.
 - Determine Domain 1 Growth Targets
 - Review/approve performance indicators for each “Characteristic”
 - Determine what evidence and how the evidence will be collected
 - Set dates for check-ins, mid-year evaluation, and end-of-year evaluation.
 - Add documentation for rater reliability training and School Advance to
- **Set up another meeting if necessary**
 - Finalize action plans
 - **Due October 11th** - goal setting and action plan

November Teachers First Success Sessions: Early Check-In

- **First Check-In**
 - Hold a brief check-in meeting to review progress on initial objectives.
 - Review progress toward the collection of evidence.
 - Discuss any challenges or adjustments needed.

December Teachers First Success Sessions: Mid-Year Evaluation Preparation

- **Mid-Year Evaluation Preparation**
 - Begin preparing for the mid-year evaluation by collecting data, evidence, and feedback.
 - Review Expectations for mid-year evaluation

January Teachers First Success Sessions: Mid-Year Evaluation

- **Mid-Year Evaluation Meeting**

- Conduct the mid-year evaluation to assess progress towards goals.
- Review achievements, challenges, and any required adjustments to the action plan.
- Provide constructive feedback and adjust goals as needed.
- Modify the action plan based on the mid-year evaluation feedback.
- Reaffirm goals and strategies for the remainder of the year.

February - March: Ongoing Check-Ins

- **Check-In**

- Conduct a check-in to review progress on updated goals and strategies.
- Address any new challenges or barriers.
- Update and submit any required documentation or evidence of progress.

April Teachers First Success Sessions: Final Check-In

- **Final Check-In**

- Hold a final check-in to ensure that all goals are on track for completion.

May Teachers First Success Sessions: Preparation for End-of-Year Evaluation

- **Prepare for End-of-Year Evaluation**

- Review End of the year evaluation meeting
- Identify key data /evidence that supports the attainment of goals for the end-of-year evaluation.
- Review progress and prepare a summary report.
- Send out perception survey to teachers.

June: End-of-Year Evaluation

- **End-of-Year Evaluation Meeting**

- Conduct the end-of-year evaluation meeting.
- Review perception data from TF teacher survey
- Review overall performance, achievements, and areas for improvement.
- Discuss future goals and potential professional development opportunities.

- **Final Documentation and Report**

- Evaluator completes the summative evaluation report.
- Submit the report to relevant stakeholders and file for records.
- **Reflection and Planning**
 - Complete Survey Reflect on the evaluation process and outcomes.
 - **Due by June 15th** Summative Administrator Evaluation