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Steps of the Process

1. **Orientation-** Each school year, evaluators will conduct a group orientation with all principals. At this orientation, each principal will receive a complete set of materials outlining the evaluation process and an explanation of the timeline and how performance will be measured. Each principal should become thoroughly familiar with the Principal Evaluation System and all of the materials associated with it, including definitions and forms. Based on the previous year’s data, teacher and administrators evaluations and District goals, new initiatives will be established for the current year by all stakeholders. Principals should have a knowledge and understanding of the District goals. This information will be used to establish individual goals and evaluative criteria for principals.
2. **Goal Setting-** Goal setting by each principal in support of district goals. The principals will meet with the Superintendent to review and approve the intended goals.
3. **Site Visit Process-** Superintendent will begin the process of evaluation through visits that consist of informal visits to all aspects of the educational environment including the school, both instructional and non-instructional spaces such as the cafeteria and classrooms. Visits can also encompass observation of faculty meetings, Student Support Teams, Grade level Meetings, Student Council activities, and other team or group meetings held within the district. These may be both adult and student lead activities. The superintendent may visit such events as extra-curricular activities and sporting events. Visits will To promote a comprehensive evaluation, visits will be frequent, regular, and may be unannounced or scheduled.

During each visit, documentation will be kept to

* Demonstrate attainment of both personal and district goals
* Document performance against the Multidimensional Performance Rubric

Constructive and timely feedback is recognized as an effective method to improve performance. To this end, feedback will be provided to the principal through conversations, notes, and e-mails. Note that more significant issues will be addresses in a formal and in a timely manner.

1. **Mid Year Evaluation-** The Superintendent will discuss and reviewgoals and the principal evaluation rubric during this formal meeting. The Superintendent will complete the Principal rubric, discuss the outcomes, and collaboratively develop an action plan for the remainder of the year.
2. **Site Visit Process-** See Step #3.
3. **Final Evaluation-** End of Year Performance - The Superintendent and principal will have a formal face to face meeting to discuss annual performance. The discussion will focus on district goals and progress and attainment towards them. The Superintendent will review documentation that supports the attainment of district and personal goals. Progress on personal goals as set by the principal will also be reviewed. The superintendent will complete the Multidimensional Principal Performance Rubric. A summative score will be given.
4. **Goal Setting Meeting-** Goals and Documentation will be reviewed from the previous year.New or revised goals will be established based on the outcomes, process and district data from the school year .