Evaluation Process

for

Administrators

using the

Administrator Rubric

Work Flow & Timeline

Step	Online Evaluation Management System Work Flow Action	Responsible Party	Date Due
1	Evaluation Set-up – assigning evaluators	Evaluator	by September 15
2	Evaluation Set-up – assigning evaluation type	Evaluator	by October 15
3	Professional Growth/MSL Plan – submitted	Administrator	by October 15
4	Professional Growth/MSL Plan – accepted & finalization	Evaluator	by October 31
5	Mid-year Review Meeting – scheduled & held	Evaluator	by January 31
6	Finalize Professional Growth/MSL Plan Results	Administrator	by May 15
7	Final End of Year Report & Meeting – report completed & meeting held	Evaluator	by June 15
8	Administrator Response to Final End of Year Report Meeting (optional)	Administrator	by June 15
9	Final Acknowledgement of Completion	Primary Evaluator	by June 30

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Setting Professional Growth/MSL Plan

- **Professional Growth/MSL Plan** – administrators being evaluated using the Administrator Rubric process are required to set four professional goals as indicated below:
  - One Professional Growth Goal – specific administrator action regarding improvement in a Professional Practice Standard or Element determined by the administrator being evaluated.
  - One Professional Growth Goal – specific administrator action regarding improvement in a Professional Practice Standard or Element determined by the evaluator.
  - One Collective Measure of Student Learning: School Performance Framework (SPF) or Other for new administrators
  - One Measure of Individual or Team Student Growth – determined mutually

- Following the evaluator assigning evaluation type, the administrator being evaluated must login to the Online Evaluation Management System to begin goal entry as indicated on the following slide.

Setting Professional Growth/MSL Plan (continued)

- After login to the Online Evaluation Management System the administrator being evaluated should select "Edit" next to the current year personal evaluation of the home screen and follow the prompts to enter their Professional Growth/MSL Plan goals.
  - Any filed that contains a (*) must be filled in – the system will not allow you to proceed if not filled-in.
  - When all required fields are completed, select "Submit" at the bottom of the entry page to forward Professional Growth/MSL Plan to evaluator to be reviewed and finalized.

- **Deadline for submitting of Professional Growth/MSL Plan is October 15th.**

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Review & Finalize Professional Growth/MSL Plan

- Evaluators must login to the Online Evaluation Management System to review and finalize Professional Growth/MSL Plans submitted by administrators being evaluated.
  - Select "Act" next to individual administrators on the Staff Evaluations list with "Goals Approval" indicated under the Status column to access the Professional Growth/MSL Plan submitted.
  - Scroll down to review each Professional Growth/MSL Plan goal entry.
  - Select "Submit" to accept and finalize the Professional Growth/MSL Plan as submitted.
  - Select "Reject" if goals are not accepted to return the Professional Growth/MSL Plan to the administrator for change or modification.
    - If evaluator determines changes or modifications are necessary they should have a discussion with the administrator in order to improve any Professional Growth/MSL Plan areas of concern.

- **Deadline for reviewing and finalizing Professional Growth/MSL Plans is October 31st.**

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Mid-Year Review Meeting

- Evaluators must schedule and hold a Mid-Year Review meeting with each administrator being evaluated prior to January 31.
  - The purpose of the Mid-Year Review meeting is to provide feedback on performance as measured by the Administrator Rubric Professional Practice Standards and to discuss progress toward Professional Growth/MSL Plan.

- Evaluators must login to the Online Evaluation Management System to schedule the Mid-Year Review meeting, document any observations and walk-throughs, and determine initial ratings for each Administrator Rubric Professional Practice Standard.
  - Evaluators must provide rationale in the appropriate element "comments" section for any professional practice standard rated "Ineffective", "Partially Effective", or "Highly Effective".
  - Professional Growth/MSL Plan goals are not rated at this time.

Mid-Year Review Meeting (continued)

- While logged in to the Online Evaluation Management System, select "Edit" next to individual administrators on the Staff Evaluations list with "Mid-Year In Progress" indicated under the Status column to prepare for and schedule the Mid-Year Review Meeting.
  - When the Continuing Evaluation page opens, scroll down and complete the "Additional Information" section to enter the Mid-Year Review meeting date and add specific observation information, including dates and/or uploading any applicable observation attachments (attachments must be in pdf formatting).
  - Prior to the meeting scroll down to complete initial Administrator Rubric ratings for each of the four Professional Practice Standards.
    - Initial Professional Practice ratings must be shared with the administrator and reviewed during the Mid-Year Review meeting.
    - Select "Submit" at the bottom of the page when initial professional practice ratings are complete to send the mid-year rubric ratings to the administrator for review in the Online Evaluation Management System.

- **Deadline for Mid-Year Review Meetings to be held and acknowledged by the administrator is January 31st.**

Professional Growth/MSL Plan Results

- Administrators being evaluated must login to the Online Evaluation Management System to enter final Professional Growth/MSL Plan results by May 15.
  - Select "Edit" next to the current year personal evaluation to access the Professional Growth/MSL Plan.
  - When the Continuing Evaluation page opens, scroll to end of rubric to the Professional Growth/MSL Plan goals and complete the "Supporting Data/Reflection" or "Final Data" section as indicated at the end of each Goal/MSL.
  - When results are entered for all four Professional Growth/MSL Plan goals, select "Submit" at the bottom of the page to send results to evaluator for use in the Final End of Year Report.

- **Deadline for entering Professional Growth/MSL Plan Results is May 15th.**

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Final End of Year Review Report Preparation

- Evaluators must login to the Online Evaluation Management System, select "Edit" next to individual administrators on the Staff Evaluations list with "Final EOY In Progress" indicated under the Status column to prepare the Final End of Year Review Report.
  - This report must be shared in a meeting with administrators being evaluated by June 15.
  - The Final End of Year Review Report will include:
    - Final Administrator Rubric Professional Practice Standards ratings, final ratings for each of the four Professional Growth/MSL Plan goals, summary of strengths and weaknesses, professional growth recommendations and a recommendation for employment for the following year.
    - Final evaluator comments (optional).
  - When the Continuing Evaluation page opens, scroll down to the Administrator Rubric and finalize Administrator Rubric Professional Practice Standards ratings by making any necessary adjustments to the mid-year ratings.

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Final End of Year Review Report Preparation (continued)

- – Continue scrolling to the Professional Growth/MSL Plan section to review the results for each Goal/MSL enter by the administrator and to enter the evaluator final rating for each Goal/MSL.
- – Scroll to the end of the report to select the appropriate recommendation for future employment from the drop-down list.
- – Set the date for the meeting to share the Final End of Year Review Report with the administrator being evaluated.
- – Add any optional final evaluator comments.
- – When the Final End of Year Report is complete, select "Submit" at the bottom of the page to send the report to the administrator for review prior to or during the Final End of Year Review Meeting.

- • **Deadline for submitting the Final End of Year Review Report and holding a meeting with the administrator being evaluated is June 30th.**

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Administrator Comments to Final End of Year Review Report

- The administrator being evaluated may respond to the Final End of Year Review Report in the "Comments" box at the end of the evaluator summary within ten work days from receipt of the report
  - When the review is complete, select "Submit" at the bottom of the page and select "OK" on the pop-up window acknowledging review of the information.

- **The deadline to review and add comments to the Final End of Year Review Report is ten work days from receipt of the report.**

Final Acknowledgement of Completion by Evaluation Supervisor

- Evaluation Supervisors must login to the Online Evaluation Management System, select "Acknowledge" next to individual administrators on the Staff Evaluations list with "Final Acknowledgement" indicated under the Status column to review and provide final acknowledgement of completion of the evaluation.

- After review of the evaluation, the evaluation supervisor will select "Submit" at the bottom of the evaluation report to acknowledge completion of the evaluation process.

- Following final acknowledgement of completion, evaluators and administrators being evaluated may download the final evaluation report by selecting "Download" next to the current year evaluation.

- **Deadline for Final Acknowledgement of Completion is June 30th.**