

## McCall- Donnelly Principal/Administrator Evaluation and Development Process Calendar

*This document represents a recommended timeline for capturing building administrator performance data and collecting data measuring student achievement.*

Timeline	Activity	Supervisor Steps	Administrator Steps
Prior to October 31	Beginning of the Year Conference	<ul style="list-style-type: none"> <li>• Preconference-may be done at the end of the previous school year or before the new school year begins                             <ul style="list-style-type: none"> <li>○ Review previous student growth measures</li> <li>○ Be prepared to discuss student growth measures for upcoming year</li> <li>○ Review Evaluation Calendar and evaluation documents with administrator</li> <li>○ Schedule Beginning-of-Year Conference with administrator</li> </ul> </li> <li>• Be prepared to discuss parental/guardian input</li> <li>• Review administrator/school’s previous year’s student achievement data</li> <li>• Determine if other items will be used when measuring effectiveness</li> <li>• Beginning-of-Year Conference with administrator</li> <li>• School walk through</li> </ul>	<ul style="list-style-type: none"> <li>• Administrator fills out self-assessment</li> <li>• Administrator sets professional growth goals and creates a professional growth plan</li> <li>• Administrators send their Professional Growth Plan to their evaluator at least 48 hours (2 school days) before the Beginning of the Year Conference, so that he/she has time to review it</li> <li>• During the Beginning-of-Year Conference, the administrator and evaluator will review the Professional Growth Goals in the Professional Growth Plan</li> <li>• Review and be prepared to discuss student achievement data and parental/guardian input</li> </ul>
Prior to January 1	<p>Ongoing feedback conversations based on multiple school visits, targeted development activities and other information. “All contract personnel shall be evaluated at least once annually. An annual evaluation (Section 33-514 and 33-515) shall include, at a minimum, two (2) formative observations and/or evaluative discussions.” (Proposed Administrative Rule) One (1) observation completed prior to January 1. The principal/administrator review will be held within five (5) working days following each observation. The observation instrument is to be dated and signed by the principal/administrator and the Superintendent.</p> <p>Mid-Year Review of Performance Goals</p>		

Exhibit 4030 A – Principal Evaluation Timeline

<p>Prior to June 1</p>	<p>Ongoing feedback conversations based on multiple school visits, targeted development activities and other information. “All contract personnel shall be evaluated at least once annually. An annual evaluation (Section 33-514 and 33-515) shall include, at a minimum, two (2) formative observations and/or evaluative discussions.” (Proposed Administrative Rule) Observation two (2) completed prior to June 1. The principal/administrator review will be held within five (5) working days following each observation. The observation instrument is to be dated and signed by the principal/administrator and the Superintendent. Principal Evaluation Completed. Principal Summary Evaluation completed and final evaluation rating assigned and reported. Administrators rated Unsatisfactory (1) or Basic (2) proceed with District policy guidelines.</p>
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Exhibit 4030 A – Principal Evaluation Timeline

Forms	<ul style="list-style-type: none"><li>• <b>Building Administrator Self-Assessment Form</b></li><li>• <b>Professional Growth Plan</b></li><li>• <b>Characteristics of Highly Effective Administrator</b></li><li>• <b>Sample School Site Visit Running Record and Feedback Form</b></li></ul>
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