SCHOOL-BASED ADMINISTRATOR PERFORMANCE CONTINUUM

School-based Administrator Performance Continuum

The backbone of the evaluation and development process for principals and APs is a series of documented conferences with their supervisor – the Director of Instruction for the Principal, and the Principal for the APs. The process is designed to support a deep professional coaching relationship between the leader and their manager, a relationship that strengthens both the leadership skills and leadership success of participants.

The overall framework for evaluation and development includes the following primary areas:

- 1. Student Learning and School Performance (Section 1), as indicated by *growth/improvement* on a range of school learning measures set in conversation with the manager
- 2. Leadership Development Focus and Development Plan (Section 2), to ensure the targeted and differentiated development of all school-based leaders
- 3. Leadership Competencies (Section 3), to define strengths and weaknesses in the key areas of school-based leadership
- 4. Professional Values (Section 4), reflecting the underlying professional behaviors important to all educators

The expectation is for 3 full conferences a year: a goal and context setting conference over the summer or at the start of the year, a mid-year conference, and an end-of-year conference. Insight into all these areas is drawn from both quantitative data over time (i.e. learning measures, etc) and from observational school visits supported by written feedback and evidence. Although input may be provided from a variety of sources, ultimately the Director of Instruction is responsible for both the coaching and the evaluation of each principal, and the Principal is responsible for APs.

Goal Setting conference:

The initial goal-setting and context setting conversations are very important and should include substantive conversations about and documentation of specific goals for the Student Learning and School Improvement measures, areas of leadership competency for focus for the year, and data defining key features of the school context, including any special circumstances that will support a realistic snapshot of the school and highlight reasonable supports expected from central office.

Mid-year and End-of-Year conferences:

These are opportunities to assess and discuss progress or challenges in student learning, leadership competencies, and professional values. Ideally, the leader being reviewed should complete a self-assessment, and after the conference there should be a written record of key issues raised. If there are concerns about performance, they must be raised at the mid-year conference with evidence. The mid-year and end-of-year should also review the context materials, particularly the delivery of support from the central office.

Summary Ratings:

Ratings, whether associated with Student Learning, Leadership Competencies, or Professional Values, should be based on multiple years of evidence and multiple variables. Section 5 of this form integrates the ratings from the various areas of analysis into one summative rating.

Principal and Assistant Principal Leadership Competencies Performance Continuum

Vision				
Exemplary	Strong	Effective	Developing	Needs Improvement
		Clear direction for the school com	munity	2
 Collaboratively reviews and analyzes a variety of sources of information and data to shape and establish a clear and coherent school vision, mission and goals Inspires many stakeholders to actively participate in the development process of the school's vision, mission and goals Vision/mission and goals are in complete alignment to district, state and federal standards as well as the school's identity and programmatic needs All stakeholders are able to articulate the school's vision and mission 	Uses and analyzes a variety of sources of information and data to shape and establish a clear and coherent school vision, mission and goals Recruits a team of stakeholders to create a shared vision, mission, and goals that reflects the perspective of all stakeholders Vision/mission and goals are in Strong alignment to district state and federal standards as well as the school's identity and programmatic needs The majority of stakeholders are able to articulate the school's vision and mission.	 Uses a variety of sources of information and data to shape and establish a clear and coherent school vision, mission and goals Ensures the creation of a share vision, mission, and goals by incorporating the perspective of all stake holders Ensures that the vision mission and goal of the school is aligned to district, state, and federal standards as well as the school's identity and programmatic needs Produces a memorable, succinct, results oriented mission /vision statement known by all stakeholders 	 Uses minimal informational sources to create the school's vision mission and goals Enlists one or two likeminded stakeholders to create the school's vision, mission and goals Vision/mission and goals are in weak alignment to district, state and federal standards as well as the school's identity and programmatic needs Few stakeholders are able to articulate the school's vision and mission 	 Is unaware of the need to use data research or best practices to shape the school's vision, mission and goals Works alone with little or no support from stakeholders to create school's vision, mission and goals Vision, Mission and goals have No alignment to district, state and federal standards as well as the school's identify and programmatic need No stakeholders are able to articulate the school's vision and mission
		enting and sustaining vision/mission	n and goals	
The vision and mission statements are displayed in various venues throughout the building	The mission and vision statements are displayed in most areas throughout the building	 The vision and mission statements are prominently displayed Motivates most stakeholders to 	 The vision and mission statement is displayed in a few select places Attempts to persuade resistant staff members 	 The vision and mission statement are not displayed Is discouraged and immobilized by staff
and school documents		77	may or may not be	resistance and fear of

 Masterfully persuades resistant stakeholders who fear change or harbor low expectations Designs, initiates and implements collaborative processes to collect and analyze data about the school's progress for review and revision of the school's vision, mission, and strategic goals 	 Manages resistance, low expectations and fear of change Consistently provides strong direction through a needs assessment, goal identification, and implementation strategies based on the school's vision 	implement the school's mission/vision and goals • Frequently evaluates adherence to reaching full implementation of the mission/vision and goals with fidelity • Identify and address strategic opportunities and challenges • Regularly revisits the vision • Decisions are supported by the vision Vision: Supporting Evidence	Rarely evaluates the implementation of the mission, vision and the goal	change and low expectations There is no process for evaluating the implementation of the mission, vision and the goal
Sets Clear direction for the school	ol community	StaffDecisStakemission	ision and mission statements are prom meetings, agendas, ions are supported by the vision holders, including parents and students on. Meetings, Data Teams and Parent Work	s can articulate the vision and
Implementing and sustaining vis	ion/mission and goals	 School The s Agent Challe BLDT min BLDT The S chang for er Chang Differ plans Teach 	ol self-evaluation is clear, concise and echool frequently assesses its strengths das and minutes of BLDT identify goals enges are explicitly addressed in the SII monitors progress through benchmark utes. revisits and updates SIP on a regularly chool Improvement Plan reflects strate ge There is follow-through with achieve exployee who were involved. ges in policies, practices, and programs rentiated professional development in the	widence based. and challenges of SIP. assessments indicated in BLDT egies that support the vision for ments and recognition and rewards that do not meet the vision.

		People			
Exemplary	Strong	Effective	Developing Needs Improvement		
	P1	: Leads teams and delegates responsibili	ities		
The school has a process for monitoring and supporting the implementation of PD strategies	Leaders ensure team will produce evidence indicating how they support the school's plan and vision	 Develops a comprehensive strengths based leadership team to support the vision. Strategically encourages and supports innovative team initiatives aligned to the vision 	 Inconsistent teacher evaluation and feedback and monitoring of teams Inconsistent performance in the effective category Professional 	 Limited evidence of delegating responsibilities to teams Very moderate compliance with effective category 	
The leader is exceptionally effective and strong in involving a broad base of stakeholders in school teams including students The leader is exceptionally effective and strong in involving a broad base of stakeholders in school teams including students	 Monitors progress of team Systematically receives and gives feedback and elicits from teams Leader ensures that all stakeholders have regular opportunities to interact and impact decisions of the school 	 Encourages and develop a collaborative work and learning environment Fosters stakeholder engagement and participation and decision making Provides constructive supports to the school team providing them with high quality feedback Provides evidence of clearly defined roles and responsibilities of school teams Creates coaching plans and hold regularly scheduled one-on-one meetings with team members Works well with school governance systems resulting in a collaborative 	development opportunities are provided but not usually aligned to or with adult learning needs	 Limited participation of groups Roles and responsibilities are nebulous and unclear 	

Exemplary	Strong	Effective	Developing	Needs Improvement
	<u> </u>	P2: Laws, policies and Ethical Behavio		
 Evaluating and modifying all related systems connected to federal, state and district laws and policies to ensure all stakeholders have a comprehensive understanding Effectively supports all staff to do both as well and is able to model it 	 Invests staff in understanding and complying with state and federal laws and mandates, school committee policies and collective bargaining agreements. Is able to model this element Reliably demonstrates sound judgment reflecting integrity and fairness in accordance with the Ct Code of Conduct for professional educators. Protects students, family, and staff confidentiality appropriately. Effectively supports all staff to do both as well. 	 Education leaders ensure the success and well being of all students, staff and families by modeling ethical behavior and integrity Understands and complies with state and federal laws and mandates, school committee policies, and collective bargaining agreements Reliably demonstrates sound judgment reflecting integrity and fairness; protects student, family, and staff confidentiality appropriately; and expects staff to do both as well 	 May know state and federal laws and mandates, school committee polices, and collective bargaining agreements but inconsistently complies with some laws and polices Generally demonstrates sound judgment reflecting integrity and fairness with occasional lapses in judgment and/or does not always protect student, family, and staff confidentiality appropriately 	 Demonstrates lack of awareness or consistent non-compliance with some or all state and federal laws and mandates, school committee policies, or collective bargaining agreements Demonstrates lace of sound judgment reflecting integrity and fairness and/or does not adequately protect student family, and or/staff confidentiality
		3: Develop Instructional Leadership Tale		
Surveyed teams and teacher leaders express high levels of satisfaction with development and opportunities provided by leaders	Establish clear policies and procedures for evaluation and recognizing leadership potentials in staff Maintain individual coaching and development plans and schedules of teacher leaders	 Models and coaches teacher leaders effectively Encourages and supports teacher leadership and progression on career ladders. Systematically provide opportunities for emerging leaders to complete tasks and facilitate professional 	 Provides few opportunities for emerging leaders to complete tasks and facilitate professional learning Provides limited opportunities for teachers to progress on career ladder 	 Provides no opportunities for emerging leaders to complete tasks and facilitate professional learning Provides no opportunities for teachers to progress on career ladder

	Identifies and facilitates professional learning experiences for teachers	 ldentify leaders among staff and support their development Provide opportunities for staff to pursue professional learning opportunities in their development Provides feedback to 		
		leadership teams		
Strong plus	Effective plus	P4: Effectively Manage Staff Croates time and	Paraly mosts TEVAL	• Door not most TEVAL
All TEVAL deadlines are met Staff feedback on surveys indicate confidence in the evaluation process Schools reflect priorities in management plan A variety of data is used for teacher and staff evaluation Completes TEVAL process with fidelity and comprehensiveness Incorporates teachers and support staff into leadership and decision making roles in the school that foster the career development	Leaders conduct frequent formal and informal evaluations providing meaningful and actionable feedback in areas of growth and development. Individuals are held accountable for their performance meeting TEVAL deadlines Teacher goals reflect differentiation based on interest and need TEVAL deadlines are met	 Creates time and provides resources to ensure the accurate evaluation of teachers providing evidence—based feedback with both quantitative and qualitative information Management plan reflects a strategy for faculty and staff development Follow process and procedures outlined in the teacher evaluation document Improvement plans are developed in a timely manner with evidence-based feedback and clear strategies for improvement 	 Rarely meets TEVAL deadlines Development plans rarely identify areas of growth Teachers observed less than 3 times a year 	 Does not meet TEVAL goals Development plans do not identify areas of growth Teachers are not observed

	strateg areas of specific All tead three t alignme expect feedba TEVAL hold in accoun and res Unwra domain provide unders they ar Most T are me are me and co	thers are observed imes annually in ent with the TEVAL ations ck aligned to the indicators and dividuals table for efforts with the TEVAL as with staff to e clear tanding of how e being evaluated EVAL deadlines or goals and SLO's asurable with time indition		
	People: Suggested	Supporting Evid	lence	
Leads teams and Delegates Responsibility Laws, policies and Ethical Behavior		SystematSchedulesHandboo	scheduled meetings with members of ically gives and receives feedback s, agendas and minutes ks for teachers, parents, students	f various teams
Develop Instructional Leadership Talent			nal Code of Conduct schedules	ad recognizing leadership petertial
Develop instructional Leadersh	ip raient	in others	icies and procedures for evaluating an I coaching and development plans	ia recognizing leadership potential
Effectively Manage Teams		ScheduleTeachers	reflects priorities in management pla goals reflect data ariety of data to evaluate teachers and	

Instructional Leadership				
Exemplary	Strong	Effective	Developing	Needs Improvement
		I1: Curriculum and Instruction		
Challenges staff to reflect deeply on and define what knowledge, skills, and concepts are essential to the complete educational development of students Builds the staff capacity to effectively implement a variety of rigorous strategies and pedagogical methods that meet student needs and drive student learning	Supports educators to collaborate on developing a series of interconnected well structured lessons with challenging objectives, appropriate student engagement Ensures through observations and review of plans that teachers know and employ teaching strategies and practices that are effective with all learners while teaching content Supports staff in effectively implementing a variety of rigorous strategies and pedagogical methods that meet student needs and drive student learning	 Ensures familiarity with best practices (per research) in teaching and learning Conducts walkthroughs, instructional rounds, and observations Teachers, staff, and students monitor progress towards SLOs Is familiar with the written curriculum and instructional practices Implements technology in a way that addresses specific challenges/needs of students Uses available technological resources to strengthen instruction Demonstrates initiative in identifying and implementing new technological tools to meet district goal Supports teachers to develop well structured lessons with challenging, measurable objectives and appropriate student engagement 	 Provides students access to instructional tools including technology Provides staff limited support in the use of instructional strategies that support student learning Identifies adaptations to instructional practices and assessments with limited implementation 	 Rarely ensures instructional strategies support learning Rarely adapts instructional practices

Exemplary	Strong	Effective	Developing	Needs Improvement
		I2: Assessment and Accountability		
Continually monitors and evaluates data sources to ensure the results are reliable and valid for the use of determining the effectiveness of practices that are being use to impact student achievement. Continually builds the capacity of staff to effectively and consistently use multiple sources of qualitative and quantitative data to identify content students did not learn.	Consistently uses multiple sources of data to consistently monitor and adjust instruction practices to achieve academic targets for all students assessments to determine which is the most reliable and valid in identifying significant factors that impact student achievement Consistently uses progress monitoring data to make modifications to academic plans that were created for students who need additional support to attain their goals Consistently develops the skill set of the faculty to analyze the results from formative and summative assessments to select the best instructional practice to boost	 Regularly attends conferences to develop expertise. Demonstrates knowledge about best practices and shares them with staff. Demonstrates knowledge of best practices within his/her content area and new NHPS initiatives. Professional development offered is effective in improving teacher practice. 	Inconsistently demonstrates content expertise in one or more of the areas listed in Effective.	Does not demonstrate content expertise in most of the areas listed in Effective.
Strong plus:		data-informed, high leverage strate	Ĭ ,	• Doos not use data to
• Strategies implemented	Analyzes and makes data	 Uses data to inform all decision-making. Sets and meets specific, 	 Inconsistently uses data to inform decision- making. 	 Does not use data to inform decision-making.
have high-yield results as measured by student and/or teacher data. • Strategies pursued	available to teachers and/or school-leaders to drive instruction and change.	measurable goals and objectives that prioritize high-leverage strategies. • Guides implementation of	And/or Inconsistently pursues and/or prioritizes high- leverage strategies to	And/orDoes not pursue and/or prioritize high-leverage

represent an exemplary level of data analysis, content knowledge, and/or research.	 Measures effectiveness of strategies using a wide variety of data sources. Identifies sources of data that can be used to improve outcomes for students. 	high-leverage strategies in his/her area and uses data to evaluate effectiveness of strategies. Observes delivery of curriculum and provides feedback for ongoing technique/skills improvements as well as program modifications.	 accomplish objectives. And/ or Inconsistently observes delivery of instruction 	strategies.
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Instructional Content: Suggested Supporting Evidence

- Central office survey results
- Evaluations from CIA meetings
- Exit slips from other meetings
- Evidence of conference attendance and/or presentations
- Evidence of participation in and/or leadership of professional organizations
- Evidence of how best practices are shared via websites, online modules, targeted PD meetings, etc.
- Evidence such as photos or handouts showing that teachers are implementing strategies learned in CIA or other meetings.
- Walk-through observations

Organizational Management				
Exemplary	Strong	Effective	Developing	Needs Improvement
01: Bu	ild effective organizational struct	ures and systems to ensure a safe	, high performing learning enviro	onment
Consistently enforces/monitors and updates procedures and routines to ensure a safe and orderly environment Publicly celebrates kindness, effort and improvement, builds all stakeholders pride in their school Plans ahead for learning needs and creates systems to allow for new instructional approaches Ensures that professional development within the school is aligned with curriculum, instructional and assessment needs while recognizing the unique professional development needs of staff members	Builds, establishes and implements organizational systems that outline procedures and routines to ensure a safe and orderly environment Regularly reviews, monitors and assesses systems to determine their effectiveness Boosts morale and a sense of efficacy by getting colleagues to celebrate and own measurable student gains Implements and regularly adjusts a master schedule and system to maximize blocks of uninterrupted instructional time Facilitates opportunities for effective professional learning communities aligned with school goals, focused on results characterized by instructional planning and student learning Provides information in different formats in multiple ways through different media in order to ensure communication with all stakeholders	 Creates a system designed to identify critical needs of school community including safety and security Creates clear routines and procedures that promote a safe and orderly environment Designs a system to monitor academics and behavior expectations Reviews the need for changes to expectations, procedures and routines Builds organizational structures designed to achieve school goals Organizational structure cultivates collaboration among school community Ensures optimal use of instructional time by creating and implementing a master schedule Designs and uses a communication system to exchange information among school community Ensures the physical plant is attractive and welcoming 	 Process for outlining school wide behavioral expectations is inconsistent Congratulates individuals on success Understands the importance of developing effective professional learning communities and results oriented professional development Understands the importance of continued personal learning professional development 	 Does not attempt to create any system to ensure a safe and orderly environment Behavioral expectations are inconsistent across classrooms Rarely praises students and inconsistently attempts to build school pride

	02: Maximize available res	sources, including fi	nances and tir	ne to achieve school goals	
Reviews and monitors the strategic allocation and equitable use of financial resources to meet instructional goals and support teacher needs Solicits input from various stakeholders to determine the best use of financial resources to impact student achievement	Consistently allocates resources to support school vision and mission with foresight to potential problems and stakeholder investment Uses input from staff to establish funding priorities that are equitable and provide a balanced operational budget for school programs and activities Utilizes a system to equitably manage financial resources	Allocates re support sch mission Manages hu	uman capital to meet the e students.	Has knowledge of school budget and accounting procedures to support effective teaching	
	Organizational I	Management: Sug	ggested Supp	porting Evidence	
Build effective organizational st ensure a safe, high performin	•		staff. SPMT, [Agenda commu Agenda by scho School I All sche	DATA TEAMS, SSST schedules, etc. s and minutes from various meeting nity. of Parent Organizations demonstra ol leaders. handbook dules reflect school priorities.	s distributed to the entire school te encouragement and support
Maximize available resources, in achieve school goals	ncluding finances and time to		BudgetPoliciesDemons	plan and rationale and procedures maximize human constrates improvement in reducing be s to special education.	apital.

	Collaboration and Collegiality					
Effective	Needs Improvement					
Shares ideas and approaches with stakeholders	Does not effectively collaborate with					
in an effort to drive learning across the school	stakeholders, or does so inconsistently. Does					
	not support ideas that contribute to learning					
	across the school.					
• •	Does not support school committees and					
committees and teams	creates a negative environment that impedes					
	committee work					
Provides leadership to school teams to improve	Does not contribute to team dialogue in a					
instructional practices	productive manner.					
Professional Growth						
Effective	Needs Improvement					
Uses research /data to improve teaching and	Is unfamiliar with best practices and/or research					
learning approaches for self and are aligned to	in teaching and learning. Does not seek out					
the school vision.	professional learning opportunities for self.					
• • • • • • • • • • • • • • • • • • • •	Does not reflect on self-development needs.					
-	Does not contribute to others development.					
and stakeholders.						
Reflects and prepares in preparation for	Does not accurately identify strengths and areas					
development conversations with IM.	needing development.					
	Shares ideas and approaches with stakeholders in an effort to drive learning across the school Actively participates as a member of school committees and teams Provides leadership to school teams to improve instructional practices Professional Growth Effective Uses research /data to improve teaching and learning approaches for self and are aligned to the school vision. Actively prepares and reflects in preparation for development conversations with school staff and stakeholders. Reflects and prepares in preparation for					

Reliability			
Exemplary	Effective	Needs Improvement	
Prepares and provides professional activities that are well planned, timely, and engaging	Arrives to professional activities on time, well prepared to engage in the activity.	Is frequently late, misses or unprepared for professional activities.	
Completes all responsibilities at the highest standards of quality	Reliably carries out all paperwork, duties, responsibilities and assignments.	Paper work contains errors. Duties and responsibilities are inconsistently carried out.	
Maintains the highest professional conduct, including confidentiality, realizing that ones' behavior directly reflects upon the status of the profession	Maintains the confidentiality of information.	Engages in inappropriate behavior that leads to breaks in confidentiality.	
High Expectations			
Exemplary	Effective	Needs Improvement	
Makes the well being of all students the fundamental value in decision-making	Acts on the belief that all students can learn to the fullest extent of their abilities	Beliefs and actions are not aligned to the school/district vision to support all students.	
Provides opportunities for others to grow in the profession by providing specific feedback for development	Accurately identifies strengths and areas of development for students and staff	Is unable to or does not provide meaningful and/or supportive feedback to students and staff.	
Encourages others to develop and evaluate instructional practices	Promotes on-going development of instructional practices	Does not provide meaningful professional learning that engages others in the utilization of researched based instructional practices	
Respect			
Exemplary	Effective	Needs Improvement	
Provides leadership to all stakeholders that encourages collaboration and consensus building.	Interacts with stakeholders in ways that improves relationships	At times, communicates with stakeholders in a disparaging manner	
Models and maintains the highest standards of professional conduct at all times.	Responds to others with dignity and respect	Communication often offends others. Communication is directive rather than open.	
Demonstrates respect to others in all forms of communication and considers others culture, customs, and beliefs in communication and decision-making	Maintains cordial relationships with stakeholders. Communicates with others in an affirmative manner.	Relationships stakeholders are often strained.	

Responsiveness and Outreach			
Exemplary	Effective	Needs Improvement	
Works regularly with stakeholders to improve instruction and is an integral part of the school community.	Frequently collaborates with stakeholders to improve instructional practices.	Does not proactively engage school staff in improving instructional practices.	
Provides stakeholders with data, analysis of data, and offers recommendations for improving student outcomes.	Informs and provides support to stakeholders when data indicates a drop in student performance.	Does not share data with stakeholders or provide appropriate follow-up to improve student performance.	
Encourages and supports innovation, adaptability and flexibility in order to improve outcomes for teachers and students.	Supports stakeholders in developing intervention plans or professional learning opportunities that will improve student outcomes.	Has limited interactions with stakeholders and/or does not provide support/feedback for improving student outcomes.	
Professionalism and Judgment			
Exemplary	Effective	Needs Improvement	
	Acts ethically with integrity and honestly.	Acts dishonorably at times. Has been dishonest or unfair towards others.	
	Demonstrates conduct that is consistent with the CT Code of Professional Responsibility for School Administrators.	Frequently borders on violating aspects of the CT Code of Professional Responsibility for School Administrators.	
	Maintains the standards, and seeks to improve effectiveness of the profession, through research and continuing development for self and others	Behavior and standards of the profession are not met.	