

Principal Evaluation: Finishing Strong in 2013-14

The following are recommendations for districts to consider when completing evaluations for principal and assistant/vice principals (APs/VPs) in the final months of the school year.

Summative Ratings and Annual Conferences
1. Make certain the district has specific processes in place for arriving at a 1.0 - 4.0 practice score for each principal/AP/VP.
2. Assure a plan is developed for scoring all Administrator Goals and determining the Student Growth Objective (SGO) score for each principal and VP/AP (the average score of all teachers' SGOs in a school).
3. Review the Evaluation Leadership Instrument for principals and VPs/APs . Make certain the district has a plan for collecting and reviewing performance data related to the instrument. Consider the usefulness of the Evaluation Leadership scoring worksheets for principals and APs/VPs for adoption by your district.
4. For principals and VPs/APs with Student Growth Percentile (SGP) grades in their schools, review the Schoolwide median SGP component of their evaluation. Make certain these administrators understand that their summative rating will not be complete until after SGP is released (early 2015).
5. Notify non-tenured principals and VPs/APs of contract status for 2014-15 on or before May 15.
6. Conduct annual summary conference with each principal and VP/AP by the end of the school year.
Professional Development
7. Guide principals and VPs/APs to develop professional development plans (PDPs) related to areas of need as highlighted by their observations and summative reports.
8. Determine who will be placed on a corrective action plan (minimally those principals and VPs/APs rated ineffective or partially effective) and communicate the process.
9. Identify common themes across administrator evaluations and identify PD opportunities for the administrative team as a whole.
Learning from 2013-14 and preparing for 2014-15 (can occur during the summer)
10. Take time to debrief the evaluation process with principals, VPs/APs, and their evaluators.
11. Make adjustments in the principal and VP/AP evaluation processes considering lessons learned in 2013-14.

For More Information

- Visit the AchieveNJ website at www.nj.gov/education/AchieveNJ.
- Questions or feedback? E-mail educatorevaluation@doe.state.nj.us, or call the AchieveNJ Help Line at 609-777-3788.