

VIDE PRINCIPAL EVALUATION PROCESS REVISIONS FOR 2015-16 SCHOOL YEAR

Documents related to Principal Evaluation Process:

- Five Essentials of School Leadership Framework for principals
- U.S. Virgin Islands Principal Evaluation Guidebook
- U.S. Virgin Islands Principal Portfolio Guidebook
- Principal Evaluator's Manual for the Instructional Feedback Observation
- Principal Evaluator's Toolkit for the Instructional Feedback Observation

TIMEFRAME	PRINCIPAL EVALUATION	FORMS	ACTIONS
10/1/15 – 11/12/15	Team Supports Principals on drafting Principal Professional Growth Plan	Resources: <ul style="list-style-type: none"> • U.S. Virgin Islands Principal Evaluation Guidebook (Revised) • U.S. Virgin Islands Principal Portfolio Guidebook which includes PPGP (Revised) • PPGP Development Rubric (New) 	Principal completes Portfolio Planning Form and PPGP and submits; Superintendent reviews before Principal Evaluation Planning Meeting
11/13/15	Principal Evaluation Planning Meeting and Draft PPGP due	<ul style="list-style-type: none"> • Principal Portfolio Planning Form (Required) • Principal Professional Growth Plan Form (Required) (Eliminated Evaluation Planning form and VAL-ED Scheduling form)	Principal completes and submits, Superintendent sees when submitted Principal completes and submits, Superintendent sees when submitted
11/2-12/4/2015	VAL-ED Fall Administration	VAL-ED online survey	Principal, Superintendent and teachers complete VAL-ED online survey
1/11/16	Principal 1 st Observation Due	<ul style="list-style-type: none"> • Principal Pre-Observation Conference Form (New) (Required) 	Superintendent completes during pre-observation form and submits, Principal sees when submitted

TIMEFRAME	PRINCIPAL EVALUATION	FORMS	ACTIONS
		<ul style="list-style-type: none"> Principal Observation Scoring Form (New) (Required) Principal Post-Observation Reflection Form (New) (Required) <p>Resources include:</p> <ul style="list-style-type: none"> Principal Evaluator's Manual for the Instructional Feedback Observation (Revised) Principal Evaluator's Toolkit for the Instructional Feedback Observation 	<p>Superintendent completes and submits, Principal sees when submitted</p> <p>Principal completes and submits BEFORE the post-observation conference with Superintendent</p>
1/25/16 – 2/21/16	Principal Mid-Year 10 days after 1 st observation or by 2/21/16	Principal Mid-Year Check-In Form (New) (Required)	Superintendent completes during or shortly after the Mid-Year Check-In Meeting and submits, Principal sees when submitted
4/2-29/2016	VAL-ED Spring Administration	VAL-ED online survey	Principal, Superintendent and teachers complete VAL-ED online survey
3/16/16 – 6/3/16	Team Supports Principals Completing Portfolio with APGP	<p>Resources:</p> <ul style="list-style-type: none"> U.S. Virgin Islands Principal Evaluation Guidebook (Revised) U.S. Virgin Islands Principal Portfolio Guidebook which includes PPGP (Revised) PPGP Development Rubric (New) PPGP Scoring Rubric (New) 	Principal completes and uploads all evidence into BriteLocker, Superintendent sees when submitted

TIMEFRAME	PRINCIPAL EVALUATION	FORMS	ACTIONS
6/10/16	Complete Portfolio Review	Principal Portfolio Scoring Form (New) (Required)	Superintendent completes during or shortly after Portfolio Review and submits, Principal sees when submitted
6/17/16	2 nd Principal Observation due	<ul style="list-style-type: none"> Principal Pre-Observation Conference Form (New) (Required) Principal Observation Scoring Form (New) (Required) Principal Post-Observation Reflection Form (New) (Required) <p>Resources include:</p> <ul style="list-style-type: none"> Principal Evaluator's Manual for the Instructional Feedback Observation (Revised) Principal Evaluator's Toolkit for the Instructional Feedback Observation 	<p>Superintendent completes during pre-observation form and submits, Principal sees when submitted</p> <p>Superintendent completes and submits, Principal sees when submitted</p> <p>Principal completes and submits BEFORE the post-observation conference with Superintendent</p>
6/27/16	Final Principal Evaluation Meeting	Principal Summative Evaluation Form (New) (Required)	Superintendent completes and submits, Principal sees when submitted