

**PRINCIPAL
COMPREHENSIVE EVALUATION
2017-18**

PRINCIPAL _____ **School** _____

Evaluator _____ **Date** _____

The principal/supervisor will transfer the level of performance scores in each component from the Summative Rating Form onto the 8 Criteria Summative Rating Form.

- The number of marks on each level of performance column is added up.
- The total number of marks is multiplied by the rating in that column and the product is entered in the corresponding cell for “total score.” *Example:* 3 marks in Level 2 column (3 x 2) = total score 6.
- All four total scores are added together.
- The evaluator uses the Criteria Overall Rating Range to assign a final Criteria Score for each of the eight criteria.
- Each criteria score is entered into the Summary of Overall Ratings.

EXAMPLE

CRITERION 1 Creating a School Culture that Promotes the Ongoing Improvement of Learning and Teaching for Students and Staff	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
1.1: Develops and sustains focus on a shared mission and clear vision for improvement of learning and teaching			X		Add scores from all columns to get a “Total Score”
1.2: Engages in essential conversations for ongoing improvement			X		
1.3: Facilitates collaborative processes leading toward continuous improvement		X			
1.4: Creates opportunities for shared leadership			X		
Enter “Total Score” under each column	0 (+ →)	2 (+ →)	9 (+ →)	0 (+ →)	11
Overall “Rating Range”	4-6	7-9	10-13	14-16	
Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6					(Criteria Score) 3

CRITERION 1 Creating a School Culture that Promotes the Ongoing Improvement of Learning and Teaching for Students and Staff	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
1.1: Develops and sustains focus on a shared mission and clear vision for improvement of learning and teaching					Add scores from all columns to get a “Total Score”
1.2: Engages in essential conversations for ongoing improvement					
1.3: Facilitates collaborative processes leading toward continuous improvement					
1.4: Creates opportunities for shared leadership					
Enter “Total Score” under each column					
Overall “Rating Range”	4-6	7-9	10-13	14-16	
<i>Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6</i>					(Criteria Score)

COMMENTS:

CRITERION 2 Providing for School Safety	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
2.1: Provides for physical safety					Add scores from all columns to get a "Total Score"
2.2: Provides for social, emotional, and intellectual safety					
Enter "Total Score" under each column					
Overall "Rating Range"	2-3	4-5	6-7	8	
<i>Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6</i>					<i>(Criteria Score)</i>

COMMENTS:

CRITERION 3 Leading the Development, Implementation, and Evaluation of a Data-Driven Plan for Increasing Student Achievement, Including the Use of Multiple Student Data Elements	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
3.1: Recognizes and seeks out multiple data sources					Add scores from all columns to get a "Total Score"
3.2: Analyzes and interprets multiple data sources to inform school-level improvement efforts					
3.3: Implements data-driven plan for improved teaching and learning					
3.4: Assists staff to use data to guide, modify and improve classroom teaching and learning (Student Growth)					
Enter "Total Score" under each column					
Overall "Rating Range"	4-6	7-9	10-13	14-16	
<i>Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6</i>					<i>(Criteria Score)</i>

COMMENTS:

CRITERION 4 Assisting Instructional Staff with Alignment of Curriculum, Instruction, and Assessment with State and Local District learning Goals	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
4.1: Alignment of curricula to State and local district learning goals					Add scores from all columns to get a "Total Score"
4.2: Alignment of best instructional practices to State and District learning goals					
4.3: Alignment of assessment practices to best instructional practices					
Enter "Total Score" under each column					
Overall "Rating Range"	3-4	5-7	8-10	11-12	
<i>Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6</i>					<i>(Criteria Score)</i>

COMMENTS:

CRITERION 5 Monitoring, Assisting, and Evaluating Effective Instruction and Assessment Practices	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
5.1: Monitors instruction and assessment practices					Add scores from all columns to get a "Total Score"
5.2: Assists staff in developing required student growth plan and identifying valid, reliable sources of evidence of effectiveness (Student Growth)					
5.3: Assists staff in implementing effective instruction and assessment practices					
5.4: Reliably and validly evaluates staff in effective instruction and assessment practices					
Enter "Total Score" under each column					
Overall "Rating Range"	4-6	7-9	10-13	14-16	
<i>Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6</i>					<i>(Criteria Score)</i>

COMMENTS:

CRITERION 6	Unsatisfactory	Basic	Proficient	Distinguished	
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Managing Both Staff and Fiscal Resources to Support Student Achievement and Legal Responsibilities	1	2	3	4	
6.1: Managing human resources (assignment, hiring)					Add scores from all columns to get a "Total Score"
6.2: Managing human resources (ongoing professional development)					
6.3: Managing fiscal resources					
6.4: Fulfilling legal responsibilities					
Enter "Total Score" under each column					
Overall "Rating Range"	4-6	7-9	10-13	14-16	
<i>Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6</i>					(Criteria Score)

COMMENTS:

CRITERION 7 Partnering with the School Community to Promote Student Learning	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
7.1: Communicates with community to promote learning					Add scores from all columns to get a "Total Score"
7.2: Partners with families and school community					
Enter "Total Score" under each column					
Overall "Rating Range"	2-3	4-5	6-7	8	
<i>Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6</i>					(Criteria Score)

COMMENTS:

CRITERION 8 Demonstrating Commitment to Closing the Achievement Gap	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
8.1: Identifies barriers to achievement and knows how to close resulting gaps					Add scores from all columns to get a "Total Score"
8.2: Demonstrates a commitment to close the achievement gap					
8.3: Provides evidence of growth in student learning (Student Growth)					
Enter "Total Score" under each column					
Overall "Rating Range"	3-4	5-7	8-10	11-12	
<i>Using the Range, indicate Level of Performance for this Criterion. Copy to Summary of Overall Ratings – Page 6</i>					<i>(Criteria Score)</i>

COMMENTS:

SUMMARY OF OVERALL RATINGS

Enter the “overall rating” in the corresponding column below for each Criteria.

Criteria	1	2	3	4	5	6	7	8
SCORE								

TOTAL

STATE SUMMATIVE BAND

8-14	15-21	22-28	29-32
1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished

TOTAL

SUMMARY OF STUDENT GROWTH

3-5	6-9	10-12
1 LOW	2 AVERAGE	3 HIGH

TOTAL

NOTE: A Student Growth score of Low (1) will automatically trigger the implementation of a Student Growth inquiry plan.

Employee Signature: _____ **DATE:** _____

Evaluator Signature: _____ **DATE:** _____