

VIDE PRINCIPAL EVALUATION PROCESS REVISIONS FOR 2015-16 SCHOOL YEAR

Documents related to Principal Evaluation Process:

- Five Essentials of School Leadership Framework
- U.S. Virgin Islands Principal Evaluation Guidebook
- U.S. Virgin Islands Principal Portfolio Guidebook
- U.S. Virgin Islands Evaluator’s Manual 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 PGP (Revised) • PGP Development Rubric (New) 	Principal completes Portfolio Planning Form and PGP and submits; Superintendent reviews before Principal Evaluation Planning Meeting
11/13/15	Principal Evaluation Planning Meeting and Draft PGP due	<ul style="list-style-type: none"> • Principal Portfolio Planning Form (Required) • Principal Professional Growth Plan Form (Required) 	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 (SY 2015-16 school year only)	VAL-ED online survey	Principal, Superintendent and teachers complete VAL-ED online survey
1/11/16	Principal 1st Observation Due	<ul style="list-style-type: none"> • Instructional Feedback Observation Teacher Consent Form (Required) • Instructional Observation Feedback Pre-observation Checklist (Resource) • Instructional Feedback Observation Scoring Form (New) (Required) 	Principal obtains teacher consent for the Instructional Feedback Observation. Principal uses the pre-observation checklist to ensure Superintendent has all of the documents needed for the observation. Superintendent completes and submits, Principal sees when submitted

TIMEFRAME	PRINCIPAL EVALUATION	FORMS	ACTIONS
		Resources include: <ul style="list-style-type: none"> U.S. Virgin Islands Evaluator's Manual for the Instructional Feedback Observation (Revised) 	
2/21/16	Principal Mid-Year 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 (SY 2015-16 school year only)	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 PGP	Resources: <ul style="list-style-type: none"> U.S. Virgin Islands Principal Evaluation Guidebook (Revised) U.S. Virgin Islands Principal Portfolio Guidebook which includes PGP (Revised) PGP Development Rubric (New) 	Principal completes PGP in TalentEd and uploads all evidence into BriteLocker Superintendent sees when Principal submits PGP in Talent Ed and shares portfolio in BriteLocker
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"> Instructional Feedback Observation Teacher Consent Form (Required) Instructional Observation Feedback Pre-observation Checklist (Resource) Instructional Feedback Observation Scoring Form (New) (Required) Resources include:	Principal obtains teacher consent for the Instructional Feedback Observation. Principal uses the pre-observation checklist to ensure Superintendent has all of the documents needed for the observation. Superintendent completes and submits, Principal sees when submitted

TIMEFRAME	PRINCIPAL EVALUATION	FORMS	ACTIONS
		<ul style="list-style-type: none"> <li data-bbox="821 248 1360 345">• U.S. Virgin Islands Evaluator’s Manual for the Instructional Feedback Observation (Revised) 	
6/27/16	Final Principal Evaluation Meeting	Principal Summative Evaluation Form (New) (Required)	Superintendent completes and submits, Principal sees when submitted