



ACE & YouthWorks Charter High Schools



Tucson Youth Development Schools

Principal Goal Setting Worksheet

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| Principal: |
| School: |
| Date: |

After reviewing the student academic progress data, survey data, and other information, principal and evaluator will set SMART goals to support the principal's instructional effectiveness for the current school year.

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| Goals: |
| |
| |
| |
| |

| Principal Goal Attainment Rubric | | | |
|----------------------------------|-----------------|-----------------|---------------|
| 4 | 3 | 2 | 1 |
| | BETWEEN | BETWEEN | |
| _____ or greater | _____ and _____ | _____ and _____ | _____ or less |

Evaluator: _____ Date: _____

Principal Mid-Year Review Conference

Mid-Year Review Conference

The Principal and evaluator will meet at least once during the school year prior to the summary evaluation conference. During this mid-year conference information and work products will be reviewed, student benchmark or quarterly data will be discussed. The evaluator will indicate whether satisfactory progress is being demonstrated or not. Suggestions for future action will be recorded.

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|------------|
| Principal: |
| School: |
| Date: |

The evaluator determines whether the principal is making acceptable progress toward goal attainment.

| | | |
|------------------------------------|--------------|------------------|
| 1. Shared Vision | Satisfactory | Not Satisfactory |
| 2. Culture of Learning/Instruction | Satisfactory | Not Satisfactory |
| 3. Management | Satisfactory | Not Satisfactory |
| 4. Collaboration | Satisfactory | Not Satisfactory |
| 5. Professionalism | Satisfactory | Not Satisfactory |
| 6. The Education System | Satisfactory | Not Satisfactory |

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| Discussion of Leadership Practices: |
| <i>Areas of Strength:</i> |
| <i>Continuing Activities:</i> |
| <i>Areas of Improvement (if needed):</i> |

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| Data Review: |
| School Letter Grade Progress: |
| Survey Information: |

Principal Reflection Document

This form is completed by the principal to cite evidence, documents, or other artifacts reflecting the leadership standards. Student achievement data and survey data reflecting the impact of the principal's leadership are also included. Information will be reviewed throughout the year.

Principal Reflection Document

| Leadership Standards/Functions | Evidence |
|--|----------|
| Vision a. collaboratively develop/implement mission/goals b. collect/use data to assess effectiveness c. create/implement plans to achieve goals d. promote continued and sustainable improvement e. monitor, evaluate, revise plans | |
| Learning/Instruction a. culture of collaboration, trust, learning b. comprehensive, rigorous curriculum c. personalized, motivating environment for students d. supervise instruction e. accountability system/monitor progress f. develop instructional leadership and staff capacity g. maximize time for instruction h. promote use of technology i. monitor and evaluate instructional program | |
| Management a. monitor/evaluate the management and operations b. obtain, allocate, align resources c. protect welfare and safety of students and staff d. develop capacity for distributed leadership e. ensure teacher and organizational time is focused on instruction/learning | |
| Collaboration a. collect data pertinent to the educational environment b. promote understanding and use of cultural, social and intellectual resources c. build and sustain positive relationships with families d. build and sustain positive relationships with the community | |
| Professionalism a. ensure system of accountability for every student's success b. model self-awareness, reflective practice, ethical behavior safeguard the values of democracy, equity and diversity c. consider morale and legal consequences of decisions d. promote social justice and student needs | |
| Education System a. advocate for children, families and caregivers b. act to influence local state and national decisions c. asses, analyze, anticipate and adapt emerging trends | |
| School Level Grade Progress Comments | |
| | |
| Survey Data Comments | |
| | |

Principal Performance Based Evaluation Summary

This two-page form is used to during the summative or year-end evaluation conference between the principal and the evaluator. The first page displays the accumulation of data related to leadership actions, the perceptions of those persons impacted by this leadership, and student academic.

Principal Performance Based Annual Summative Evaluation Form

Principal _____ School _____ Date _____

| Leadership Standards S=Satisfactory NP=No Progress | S/NP | General Comments on Leadership | Possible Points | Points |
|---|------|--------------------------------|-----------------|--------|
| 1. Shared Vision | | | 15 | |
| 2. Learning/Instruction | | | 15 | |
| 3. Management | | | 10 | |
| 4. Collaboration | | | 10 | |
| 5. Professionalism | | | 5 | |
| 6. Education System | | | 5 | |
| | | | | /60 |

| School Letter Grade Progress | Possible Points | Results | Points |
|------------------------------|-----------------|---------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | /40 |

| Surveys | Possible Points | Results | Points |
|---------------------------|-----------------|---------|--------|
| Parent Survey | 7 | | |
| Student Survey | 5 | | |
| Teacher Survey | 7 | | |
| Principal Self-Reflection | 1 | | |
| | | | /20 |

Principal Performance Based Annual Summative Evaluation Form

Principal _____ School _____ Date _____

| |
|---|
| Areas of Recognition of Effort/commendation: |
| Professional Development or Self Improvement: |
| Deficiencies to correct: |

Principal Performance Classification: Component Summary

| | |
|------------------------------|------------|
| Teaching Performance | /60 points |
| School Letter Grade Progress | /40 points |
| School Level and Survey Data | /20 points |
| Total points earned: | |

| | |
|--|---------|
| Performance Classified Key: | |
| High Effective: | 108-120 |
| Effective: | 85-107 |
| Developing: | 60-84 |
| Ineffective: | <60 |
| Performance Classification for this principal: | |

Principal Signature

Date

Evaluator Signature

The signature may not constitute agreement; only acknowledgement of the teaching review and receipt of the evaluation.