**ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)**

**EVALUATION TIMELIME & PROCEDURES – PRINCIPALS**

**ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)**

**OBSERVATION TIMELIME & PROCEDURES – BUILDING PRINCIPALS**

Evaluation of Principals shall be for the purpose of improving the instructional program as well as total professional performance.

1. **OBSERVATIONS**

It is agreed that the Superintendent and/or his designee as part of the following observation/school visit process shall ensure that any observed deficiency, that either the Superintendent, his/her designee, or the independent outside evaluator may observe, is documented, in writing, in accordance with the above timeline and following procedures, and is accompanied by constructive and specific ways in which the Building Principal may achieve improvement in those areas of perceived deficiency. The parties agree that the Superintendent’s designee must be a non-bargaining unit central office administrator.

**Number of observations/school visits required:**

Non-tenured principals: [NOTE: If principals prefer less visitations the alternative would be 2 for tenured principals (1 unannounced by independent evaluator weighted @ 10% and 1 announced at 90%) and either 2 or 3 for untenured (the 3rd being announced]

\*\*Four (4) school visits/observations (three formal (announced) and one informal (unannounced) will be made except during July and August during each probationary year. The only exception to this will be Principals hired after March 1st of that school year who will be observed once during the year of hire. School visits shall be appropriately spaced to allow reasonable time for improvement.

Tenured principals:

\*\*Three (3)school visits/observations (two formal (announced) and one informal (unannounced)) will be conducted each year except during July and August. School visits shall be appropriately spaced to allow reasonable time for improvement.

\*\*If any observation results in a score or potential score of less than effective two (2) additional observations to the above will be scheduled, at least two (2) weeks apart and conducted by a different evaluator. Said observations shall be completed within thirty (30) days of the initial observation. If the two additional observations result in higher scores the scores will be combined with the original observation score.

**OBSERVATION TIMELINE**

By August 1st the building principal shall be provided an opportunity to verify the subjects and student rosters to be assigned to them for the upcoming school year.

Superintendent or his/her designee shall meet in person with each Building Principal to review evaluation forms, timeline, and evaluation procedures, as well as review and discuss the evidence (Appendix \_\_) that may be used for the formal observations and each observable rubric sub domain/performance indicator, and any agreed upon any organizational goal-setting (if any) that will be used in support of agreed upon observable rubric sub domain/ performance indicators.

All Principal(s) shall be observed/visited by Superintendent or Superintendent’s

designee in accordance with the attached evaluation procedures by November 15th.

All Principal(s) shall have at least one formal observation conducted by Superintendent or

Superintendent’s designee in accordance with the attached evaluation procedures by December 15th.

If any observation to date raises any performance concerns, the Principal(s) will receive written notice by January 15th with a written plan for addressing the noted concerns.

Principal(s) shall be observed/visited by the independent outside evaluator in accordance with the attached evaluation procedures no later than February 15th.

All Building Principals shall have their final formal observation completed no later than March 31st.

If any observation (formal or informal) results in a score of less than effective two (2) additional observations will be scheduled during the months of April and/or May, but in no event later than May 15th.

Building Principal will be given draft *overall* observation score and rating by June 1st. If any

disagreement exists on the scoring the principal shall have one week in which to submit evidence in

support of the Principal’s position and request that the score be adjusted upon review and consideration

of the evidence. Any Building Principal who received a draft overall observation score of a “developing”

or “ineffective” shall also have be allowed to request a meeting with the Superintendent and his designee

(if applicable). The meeting shall be held no later than June 10th and shall constitute a “natural

conversation”. The Principal shall be allowed to provide additional evidence during such meeting the

Superintendent or his/her designee can rate non-observable and observable domain subcategories, if such

rating assists Building Principal.

The Principal’s final score and rating on the observation/school visit category shall be computed and

provided to the Principal in writing no later than June 15th.The entire Annual Professional Performance

Review shall be completed and provided to the principal as soon as practicable but in no case later than

September 1 of the school year next following the school year for which the Principal’s performance is

measured.

1. **OBSERVATION/SCHOOL VISIT REQUIREMENTS:**

Formal monitoring or observation of the work performance of a Principal shall be conducted openly and with full knowledge of the Principal. The District agrees to use the evaluation forms hereto attached.

Observations/school visits will be conducted only by the Superintendent, his/her agreed upon designee, and/or agreed upon independent outside evaluator, if applicable. The outside evaluator shall be a central office administrator who is not a member of the bargaining unit.

Each observation/school visit shall be at least forty-five (45) minutes in duration. No observation/school visit shall be completed on any day prior or immediately after a school holiday or recess, or during state testing.

With the exception of the unannounced observation/school visit all formal observations must be scheduled two week in advance. In the instance of an unannounced observation/school visit the principal shall be provided a one week window of when the unannounced observation/school visit may occur at least two weeks in advance.

Pre-observation/school visit meeting to be held at least one calendar week prior to each scheduled formal observation. The pre-observation meeting must be conducted in person, unless the parties mutually agree otherwise in writing. During the pre-observation meeting the parties shall agree upon what ten (10) observable sub-domains within the rubric will be evaluated during that formal observation and what documents, if any, will be submitted and examined in support of the pre-selected observable sub domains. The parties will also agree during the pre-observation meeting as to whether any or all non-observable sub-domains will be rated. Non-observable domains shall only be rated as part of the formal observation upon agreement of the parties. The evaluator shall send a confirming email or memo to the building principal detailing the understanding that is reached at the pre-observation meeting no less than two (2) day prior to the scheduled observation. The pre-observation meeting shall constitute a “natural conversation” if the parties elect to rate non-observable sub domains.

All observations/school visits must be followed by a post-observation meeting that is to be held no later than one week of the formal or informal observation. The post observation shall be conducted in person, unless agreed in writing otherwise. At the post observation meeting the building principal shall be provided with his/her observation rubric form and a written observation summary, which must include detailed recommendations and guidance in all areas perceived developing or ineffective. Principal shall have one (1) week to submit a response to the observation including any supporting documentation.

1. **HEDI SCORING BAND:**

Ineffective: 0-1.49

Developing: 1.5-2.49

Effective: 2.5- 3.49

Highly Effective: 3.5-4

1. **FORMAL AND INFORMAL WEIGHTS:**

Formal observations/school visits (announced) shall consist of 90%

Informal observation/school visits (unannounced) shall consist of 10%

**5. OBSERVATION SCORING:**

The parties agree that the evaluation rubric to be used will be the Multi-Dimensional Rubric (MPPR). It is further agreed that the following twenty (20) sub domains/performance indicators are possibly “observable” during the course of a school visit:

**Observable:**

Domain 1: Shared Vision of Learning- [all four (4) sub-domains]

Domain 2: School Culture and Instructional Programs – [all ten (10) sub-domains]

Domain 3: Safe, Efficient, Effective Learning Environment- [all five (5) sub-domains]

Domain 5: Integrity, Fairness, Ethics- 1st sub domain within Culture [1 sub-domain]

**Non-Observable:**

The parties agree that the following eleven (11) sub domains shall be considered “non-observable” within the Multi-Dimensional Rubric (MPPR) and not included within the observation category:

 Domain 4: All sub domains

\*Domain 5- Sustainability & last two (2) sub domains within Culture

\*Domain 6- All sub domains

The parties agree that each observation (formal and informal) shall be scored as follows:

**Formal-** the ten (10) agreed upon “observable” sub domains determined at the pre-observation meeting shall be rated HE, E, D, I; if 7 or more are rated either HE or E a total observation score of **4** will be assigned; if 2 -6 are rated either HE or E a total observation score of **3** will be assigned; if 1 to 0 subdomains are rated HE or E with 2 or more developing ratings a total observation score of **2** will be assigned; 1-0 HE or E with **1** developing ratings a total score of 1.5 will be assigned; and all ineffective a **0.**

**Informal-** the ten (10) remaining “observable” sub domains not included within the formal shall be evaluated and if 7 or more are rated either HE or E a total observation score of **4** will be assigned; if 2 -6 are rated either HE or E a total observation score of **3** will be assigned; if 1 to 0 subdomains are rated HE or E with 2 or more developing ratings a total observation score of **2** will be assigned; 1-0 HE or E with **1** developing ratings a total score of 1.5 will be assigned; and all ineffective a 0.

\*\* NOTE: The above scoring method complies with statute and regulation however it may or may not receive SED approval, if it does not, unit may need to use one of the alternative methods.

**6. EVIDENCE TO SUPPORT “DEVELOPING” OR “INEFFECTIVE” RATING ISSUED IN A OBSERVABLE SUB DOMAIN:**

If any performance indicator is rated developing the evaluator must support the developing rating with at least one (1) piece of factual evidence (situations, events, etc) /artifact as well as provide a detailed written explanation that includes a factually based justification in support of the developing rating for that sub-domain/performance indicator. The same piece of factual evidence cannot be used to support more than one “developing” rating received in any domain, sub- domain or performance indicator. The evaluator must provide a different piece of factual evidence in support of each developing rating issued in a sub-domain/performance indicator”.

To assign a rating of “ineffective” to any performance indicator the evaluator must support the rating with at least two (2) pieces of factual evidence (situations, events, etc.) / artifacts as well as provide a detailed written explanation that includes a factually based justification in support of the “ineffective” rating. The explanation must also provide a detailed rationale as to how the cited factual evidence provided in support establishes an “ineffective” rating for that sub- domain/performance indicator. The same piece of factual evidence cannot be used to support more than one “ineffective” in any domain, sub-domain or performance indicator. The evaluator must provide a different piece of factual evidence in support of each ineffective rating issued in a sub-domain/performance indicator”.

It is agreed that natural conversations cannot be used to justify or support an ineffective rating or developing rating for a domain or any “observable” sub-domains/performance indicators.

**7. USE OF SCHOOL DOCUMENTS**

The parties agree that there are several observable sub-domains within the Multi-Dimensional rubric which may not necessary be evaluated, observed, or measured during isolated observations. The parties agree that all efforts should be made to observe each observable sub- domains during the school visits; however, in the event they are not, the parties agree that the pre-observation meeting and post observation meetings may also be a means to “observe” the observable sub-domains during that school visit/ observation. The documents that can be used to support each domain and/or sub-domain (i.e. performance indicators) shall be selected from the attached list of approved school documents. (Appendix \_\_)

If a building principal receives a “developing” or “ineffective” rating in a performance indicator/sub-domain which is an observable performance indicator, the principal shall be afforded ten (10) days after receipt of observation to submit additional evidence from list of agreed upon documents (Appendix \_\_) to refute the rating, and upon submission of said evidence, and if such evidence is free of any substantial defect or error, the rating shall be adjusted to effective or highly effective at the discretion of the evaluator.

**8. Miscellaneous**

A single observation by an observer in any one (1) year shall not be considered as the sole basis for the termination of service.

Evaluations of Principals shall not be forwarded to any other agency or prospective employer without the written consent of the Principal. It is understood that APPR scores must be reported to SED.