

Finishing Strong for Principal Evaluation

The following are recommendations for districts to consider when completing evaluations for principal and assistant/vice principals (APs/VPs) in the final months of the school year.

Summative Ratings and Annual Conferences
1. Review the Evaluation Leadership Instrument for principals and VPs/APs . Make certain the district has a plan for collecting and reviewing performance data related to the instrument. Consider the usefulness of the Evaluation Leadership scoring worksheets for principals and APs/VPs for adoption by your district.
2. For those with Student Growth Percentile (SGP) grades in their schools, review the schoolwide median SGP component of their evaluation. Make certain these administrators understand that their summative rating will not be available until after SGP information is released during the next school year.
3. Determine whether any school leaders will not receive summative ratings, i.e, those in special situations who do not have the required components for the summative score. Develop a plan for communicating such situations.
4. Notify non-tenured principals and VPs/APs of contract status for the next school year on or before May 15.
5. Develop and share a schedule for and conduct annual summary conferences with each principal and VP/AP by the end of the school year.
Professional Development and Tenure
6. Guide principals and VPs/APs to develop professional development plans (PDPs) related to areas of need as highlighted by their evaluation data.
7. Determine those who will be placed on a Corrective Action Plan (CAP) and communicate the process, including potential tenure charges for teachers with Partially Effective or Ineffective ratings for the second consecutive year (see Evaluation Requirements and Tenure Charges Guidance).
8. Review evaluation data and identify Highly Effective leaders. Review district recognition programs for alignment with evaluation data and consider approaches to maximize the impact of exemplary educators on colleagues and students.
9. Identify common themes across administrator evaluations and identify PD opportunities for the administrative team as a whole.
Cycle of Continuous Improvement
10. Take time to debrief the evaluation process with principals, VPs/APs, and their evaluators.
11. Adjust the principal and VP/AP evaluation processes as needed, considering lessons learned thus far.
12. Ensure school and district PD plans incorporate evaluation data, student data, survey data, and feedback from School Improvement Panels (ScIPs) and the DEAC.

For More Information

- Visit the AchieveNJ website at www.nj.gov/education/AchieveNJ.
- Questions or feedback? E-mail educatorevaluation@doe.state.nj.us, or call the AchieveNJ Help Line at 609-777-3788.