

The following is a calendar, timelines, and general topics for discussion and inclusion in the district's performance evaluation plan for principals (and assistant principals).

Target Date	Description	Discussion Topics	Notes
No Later Than Start Of The School Year	Written Notice of Evaluation To Each Principal/Assistant Principal	Must include: <ul style="list-style-type: none"> <li>• Student Growth Rubric</li> <li>• Professional Growth Rubric</li> <li>• Summary of Manner in Which Student and Professional Growth Measures Will Be Used In Ratings</li> </ul>	
No Later Than October 1 <sup>st</sup>	Discussion of Student Assessment Metrics, Targets, and Goals	Determine: <ul style="list-style-type: none"> <li>• Assessments To Be Used</li> <li>• Metrics of Assessments</li> <li>• Targets</li> <li>• Professional Goals</li> </ul>	If the evaluator and principal are not in agreement on assessment metrics and targets, the evaluator will make the determination of these criteria.  Professional goals will be the goals identified as part of the performance evaluation of the previous year for returning principals
October 1 <sup>st</sup> – February 28 <sup>th</sup>	Formal and Informal Observations	<ul style="list-style-type: none"> <li>• Minimum of Two Formal Observations</li> <li>• As Many Informal Observations As Deemed Necessary By The Evaluator</li> </ul>	Formal evaluations must be at the school site of the principal.  Formal observations must be scheduled in advance and must have at least one objective.  Feedback is to be provided within 10 principal work days.  Evidence and information used from formal or informal observations is to be shared with the principal (preferably in writing).  No limit on the number of observations.
Prior To February 1 <sup>st</sup>	Completion of Principal's Self-Assessment		The self-assessment will be use as one input in determining the professional practice rating.
Prior To March 1 <sup>st</sup>	Each Principal Evaluation Must Be Completed	<ul style="list-style-type: none"> <li>• Review of the Principal's Self-Assessment and Input Provided</li> <li>• Review of Professional Standard Rating,</li> <li>• Review of Student Growth Data, Goal Achievement, and Professional Growth Rating</li> <li>• Review of Summative Rating and Process for Determining Rating</li> <li>• Discussion of Other Necessary and Pertinent Information</li> </ul>	Professional Growth Goals and Student Growth for the next school year could be included in these discussions. However, PERA rules and regulations do not require this discussion until pre-October 1 <sup>st</sup> of the next school year.