

Howard Lake – Waverly – Winsted Public Schools

Principal Evaluation System



HOWARD LAKE
WAVERLY · WINSTED
Public Schools

HLWW Public Schools

Principal Evaluation

The HLWW Public School Principal Evaluation system was designed and created in collaboration with the HLWW Principal team and the Superintendent. The evaluation system includes the use of the Marzano School Leadership model.

The system is made up of three components:

Evaluation – completed by the Superintendent using the Marzano model (**55%**)

Stakeholder Feedback – A survey of the teaching staff, evaluating the principal’s performance, will be conducted (**10%**)

Student Data – Student performance data outlined in the principal’s growth plan and goals will be used (**35%**)

Evaluation (55%)

Domains

HLWW Principal Evaluation model is designed to implement the Marzano School Leadership Evaluation domains. The five domains are:

I: A Data-Driven Focus on Student Achievement

Actions and behaviors within this domain help ensure that the school as a unified whole as well as individual teachers have a clear focus on student achievement that is guided by relevant and timely data. Five specific categories of school administrator actions and behaviors constitute this domain:

- (1) The school leader ensures clear and measurable goals are established and focused on critical needs regarding improving overall student achievement at the school level.
- (2) The school leader ensures clear and measurable goals are established and focused on critical needs regarding improving achievement of individual students within the school.
- (3) The school leader ensures that data are analyzed, interpreted, and used to regularly monitor progress toward school achievement goals.

(4) The school leader ensures that data are analyzed, interpreted, and used to regularly monitor progress toward school achievement goals for individual students.

(5) The school leader ensures that appropriate school-level and classroom-level programs and practices are in place to help all students meet individual achievement goals when data indicate interventions are needed.

II: Continuous Improvement of Instruction

The actions and behaviors in this domain help ensure that the school as a whole, as well as individual teachers, perceive teacher pedagogical skill as one of the most powerful instruments in enhancing student learning and are committed to enhancing those pedagogical skills on a continuous basis. Five specific categories of school administrator actions and behaviors constitute this domain:

(1) The school leader provides a clear vision as to how instruction should be addressed in the school.

(2) The school leader effectively supports and retains teachers who continually enhance their pedagogical skills through reflection and professional growth plans.

(3) The school leader is aware of predominant instructional practices throughout the school.

(4) The school leader ensures that teachers are provided with clear, ongoing evaluations of their pedagogical strengths and weaknesses that are based on multiple sources of data and are consistent with student achievement data.

(5) The school leader ensures that teachers are provided with job-embedded professional development that is directly related to their instructional growth goals.

III: A Guaranteed and Viable Curriculum

The actions and behaviors in this domain help ensure that the school curriculum is designed to optimize learning for all students and that all teachers follow the curriculum. Three specific categories of school administrator actions and behaviors constitute this domain:

(1) The school leader ensures that the school curriculum and accompanying assessments adhere to state and district standards.

(2) The school leader ensures that the school curriculum is focused enough that it can be adequately addressed in the time available to teachers.

(3) The school leader ensures that all students have the opportunity to learn the critical content of the curriculum.

IV: Cooperation and Collaboration

The actions and behaviors in this domain help ensure that teachers and staff have and engage in opportunities to address issues critical to the optimal functioning of the school and operate as a cohesive team. Five specific categories of school administrator actions and behaviors constitute this

domain:

- (1) The school leader ensures that teachers have opportunities to observe and discuss effective teaching.
- (2) The school leader ensures that teachers have formal roles in the decision-making process regarding school initiatives.
- (3) The school leader ensures that teacher teams and collaborative groups regularly interact to address common issues regarding curriculum, assessment, instruction, and the achievement of all students.
- (4) The school leader ensures that teachers and staff have formal ways to provide input regarding the optimal functioning of the school and delegates responsibilities appropriately.
- (5) The school leader ensures that students, parents, and community have formal ways to provide input regarding the optimal functioning of the school.

V: School Climate

The actions and behaviors in this domain help ensure that all constituents perceive the school as positive and well-functioning. Six specific categories of school administrator actions and behaviors constitute this domain:

- (1) The school leader is recognized as the leader of the school who continually improves his or her professional practice.
- (2) The school leader has the trust of the faculty and staff that his or her actions are guided by what is best for all student populations.
- (3) The school leader ensures that faculty and staff perceive the school environment as safe and orderly.
- (4) The school leader ensures that students, parents, and community perceive the school environment as safe and orderly.

Scoring

Example:

I: A Data-Driven Focus on Student Achievement

I(1): The school leader ensures clear and measureable goals are established and focused on critical needs regarding improving overall student achievement at the school level.

Scale Value	Description
Innovating (4)	The school leader ensures adjustments are made or new methods are utilized so that

	all stakeholders sufficiently understand the goals.
Applying (3)	The school leader ensures clear, measurable goals with specific timelines focused on critical needs regarding improving student achievement are established at the school level AND regularly monitors that everyone has understanding of the goals.
Developing (2)	The school leader ensures clear, measurable goals with specific timelines focused on critical needs regarding improving student achievement are established at the school level.
Beginning (1)	The school leader attempts to ensure clear, measurable goals with specific timelines focused on critical needs regarding improving student achievement are established at the school level but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure clear, measurable goals with specific timelines focused on critical needs regarding improving student achievement are established at the school level.

Rubrics

For each of the 24 elements within the five domains, scales have been developed along with example evidences of success. To illustrate, consider element 1 (“The school leader ensures clear and measureable goals are established and focused on critical needs regarding improving overall student achievement at the school level”) of domain I (A Data-Driven Focus on Student Achievement).

Domain I: A Data-Driven Focus on Student Achievement

I (1): The school leader ensures clear and measurable goals are established and focused on critical needs regarding improving overall student achievement at the school level.

Scale Value

Description

Innovating (4)

The school leader ensures adjustments are made or new methods are utilized so that all stakeholders sufficiently understand the goals.

Applying (3)

The school leader ensures clear, measurable goals with specific timelines focused on critical needs regarding improving student achievement are established at the school level AND regularly monitors that everyone has understanding of the goals.

Developing (2)

The school leader ensures clear, measurable goals with specific timelines focused on critical needs regarding improving student achievement are established at the school level.

Beginning (1)

The school leader attempts to ensure clear, measurable goals with specific timelines focused on critical needs regarding improving student achievement are established at the school level but does not complete the task or does so partially.

Not Using (0)

The school leader does not attempt to ensure clear, measurable goals with specific timelines focused on critical needs regarding improving student achievement are established at the school level.

Evidences for Element 1 of Domain I

- Written goals are established as a percentage of students who will score at a proficient or higher level on state assessments or benchmark assessments
- Written goals are established for eliminating differences in achievement for students at different socioeconomic levels
- Written goals are established for eliminating differences in achievement for students for all subgroups in the school
- Written goals are established for eliminating the differences in achievement for English language learners
- Written goals are established for eliminating the differences in achievement for students with disabilities
- School-wide achievement goals are posted so that faculty and staff see them on a regular basis
- School-wide achievement goals are discussed regularly at faculty and staff gatherings
- Improvement goals are assigned to various departments and faculty
- Written goals are established for eliminating the achievement gap for all students
- Written goals address the most critical and severe deficiencies

- Written timelines contain specific benchmarks for each goal including individual(s) responsible for the goal
- Scales are in place to chart student and school progress towards meeting the standards
- When asked, faculty and staff can explain how goals eliminate differences in achievement for students of differing ethnicities
- When asked, faculty and staff can explain how goals eliminate differences in achievement for students at different socioeconomic levels, English language learners, and students with disabilities
- When asked, faculty and staff can describe the school-wide achievement goals
- When asked, faculty and staff can identify the school’s most critical needs goals

I (2): The school leader ensures clear and measurable goals are established and focused on critical needs regarding improving achievement of individual students within the school.

Scale Value	Description
Innovating (4)	The school leader ensures adjustments are made or new methods are utilized so that all faculty and students sufficiently understand the goals.
Applying (3)	The school leader ensures each student has written achievement goals that are clear, measurable, and focused on appropriate needs AND regularly monitors teachers’ and their students’ understanding of individual student goals.
Developing (2)	The school leader ensures each student has written achievement goals that are clear, measurable, and focused on appropriate needs.
Beginning (1)	The school leader attempts to ensure that written achievement goals that are clear, measurable, and focused, are established for each student, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that written achievement goals that are clear, measurable, and focused, are established for each student.

Evidences for Element 2 of Domain I

- Written goals are established for each student in terms of their performance on state assessments, benchmark assessments, or common assessments
- Written goals accompanied by proficiency scales are established for each student in terms of their knowledge gain
- Students keep data notebooks regarding their individual goals
- Student led conferences focus on individual student’s goals

- Parent-teacher conferences focus on the individual student’s goals
- Students perceive that their individual goals are academically challenging
- When asked, students are aware of their status on the achievement goals specific to them
- When asked, parents are aware of their child’s achievement goals

I (3): The school leader ensures that data are analyzed, interpreted, and used to regularly monitor progress toward school achievement goals.

Scale Value	Description
Innovating (4)	The school leader ensures that data are analyzed in a variety of ways to provide the most useful information and refines achievement goals or the tracking process as achievement data accrue.
Applying (3)	The school leader ensures that data are available for tracking overall student achievement AND monitors the extent to which student data are used to track progress toward goal.
Developing (2)	The school leader regularly ensures that data are available for tracking overall student achievement.
Beginning (1)	The school leader attempts to ensure that data are available for tracking overall student achievement, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that data are available for tracking overall student achievement.

Evidences for Element 3 of Domain I

- Reports, graphs, and charts are available for overall student achievement
- Student achievement is examined from the perspective of value-added results
- Results from multiple types of assessments are regularly reported and used (e.g. benchmark, common assessments)
- Reports, graphs, and charts are regularly updated to track growth in student achievement
- School leadership teams regularly analyze school growth data
- Data briefings are conducted at faculty meetings
- When asked, faculty and staff can describe the different types of reports available to them

- When asked, faculty and staff can explain how data are used to track growth in student achievement

I (4): The school leader ensures that data are analyzed, interpreted, and used to regularly monitor progress toward achievement goals for individual students.

Scale Value	Description
Innovating (4)	The school leader ensures that data are analyzed in a variety of ways to provide the most useful information and refines individual achievement goals or the tracking process as achievement data accrue.
Applying (3)	The school leader ensures that data are available for individual student achievement AND monitors the extent to which data are used to track progress toward individual student goals.
Developing (2)	The school leader ensures that data are available for individual student achievement.
Beginning (1)	The school leader attempts to ensure that data are available for individual student achievement, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that data are available for individual student achievement.

Evidences for Element 4 of Domain I

- Reports, charts, and graphs are available for individual students depicting their status and growth
- Individual student achievement is examined from the perspective of value-added results
- Individual student results from multiple types of assessments are regularly reported and used (e.g. benchmark, common assessments)
- Individual student reports, graphs, and charts are regularly updated to track growth in student achievement
- Teachers regularly analyze school growth data for individual students
- School leadership teams regularly analyze individual student performance
- The school leader analyzes achievement data for student subgroups within the school
- When asked, individual students and their parents can describe their achievement status and growth
- When asked, faculty can describe the different types of individual student reports available to them
- When asked, faculty and staff can analyze data of their individual students including all subgroups

I (5): The school leader ensures that appropriate school-level and classroom-level programs and practices are in place to help all students meet individual achievement goals when data indicate interventions are needed.

Scale Value	Description
Innovating (4)	The school leader continually examines and expands the options for individual students to make adequate progress.
Applying (3)	The school leader ensures that programs and practices are in place for individual students who are not making adequate progress AND monitors whether students are successfully completing those programs.
Developing (2)	The school leader ensures that programs and practices are in place for individual students who are not making adequate progress.
Beginning (1)	The school leader attempts to ensure that programs and practices are in place for individual students who are not making adequate progress, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that programs and practices are in place for individual students who are not making adequate progress.

Evidences for Element 5 of Domain I

- Extended school day and week programs are in place
- Extended school year programs are in place
- After-school programs are in place
- Tutorial programs are in place
- The school schedule is designed so that students can receive academic help while in school
- Individual student completion of programs designed to enhance their academic achievement is monitored (i.e. gifted and talented, advanced placement, STEM, etc.)
- Response to intervention measures are in place
- Enrichment programs are in place
- Data are collected and available to monitor student participation in intervention or enrichment programs
- When asked, teachers can explain the interventions in place to help individual students meet their goals
- When asked, student and/or parents can identify interventions in place to meet their goals
- When asked, students report their school has programs in place to help them meet their achievement goals

Domain II: Continuous Improvement of Instruction

II (1): The school leader provides a clear vision as to how instruction should be addressed in the school.

Scale Value	Description
Innovating (4)	The school leader continually examines and makes adjustments so that all faculty and staff understand the nuances of the instructional model and integrates new instructional initiatives into the school instructional model.
Applying (3)	The school leader ensures that a school-wide language or model of instruction is in place AND monitors the extent to which the faculty and staff understands the instructional model.
Developing (2)	The school leader ensures that a school-wide language or model of instruction is in place.
Beginning (1)	The school leader attempts to ensure that a school-wide language or model of instruction is in place, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that a school-wide language or model of instruction is in place.

Evidences for Element 1 of Domain II

- A written document articulating the school-wide model of instruction is in place
- The school-wide language of instruction is used regularly by faculty in their professional learning communities
- The school-wide language of instruction is used regularly in faculty and department meetings
- Professional development opportunities are provided for new teachers regarding the school-wide model of instruction
- Professional development opportunities are provided for all teachers regarding the school-wide model of instruction
- New initiatives are prioritized and limited in number to support the instructional model
- The school-wide language of instruction is used regularly by faculty in their informal conversations
- When asked, teachers can describe the major components of the school-wide model of instruction
- When asked, teachers can explain how strategies in the instructional framework promote learning for the school’s diverse population

II (2): The school leader effectively supports and retains teachers who continually enhance their pedagogical skills through reflection and professional growth plans.

Scale Value	Description
Innovating (4)	The school leader regularly intervenes with and supports teachers who are not meeting their growth goals or adequately enhancing the achievement of their students.
Applying (3)	The school leader ensures that teachers establish growth goals regarding their pedagogical skills and track their individual progress, AND monitors the extent to which teachers achieve their growth goals.
Developing (2)	The school leader ensures that teachers establish growth goals regarding their pedagogical skills and track their individual progress.
Beginning (1)	The school leader attempts to ensure that teachers establish growth goals regarding their pedagogical skills and track their individual progress, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that teachers establish growth goals regarding their pedagogical skills and track their individual progress.

Evidences for Element 2 of Domain II

- The school leader meets regularly with teachers regarding their growth goals
- Individual teachers have written statements of their pedagogical growth goals
- Individual teachers keep track of their progress on their pedagogical growth goals
- The school leader has demonstrated a track record of hiring effective teachers
- The school leader has a system in place to effectively evaluate the selection process for hiring new teachers
- The school leader has a system in place to effectively evaluate and revise the new teacher induction program
- The school leader has a track record of retaining effective teachers
- The school leader documents and tracks the growth of each teacher on their pedagogical goals
- When asked, teachers can describe their progress on their pedagogical growth goals
- When asked, the school leader can produce evaluation results, growth plans, and supports for struggling teachers
- When asked, teachers can share documented examples of how reflection has improved their instructional practice

II (3): The school leader is aware of predominant instructional practices throughout the school.

Scale Value	Description
Innovating (4)	The school leader regularly intervenes to ensure that ineffective instructional practices are corrected and effective instructional practices are proliferating.
Applying (3)	The school leader ensures that information about predominant instructional strategies in the school is collected, regularly interacts with teachers about the effectiveness of these strategies, AND monitors the extent to which the information is used to identify effective and ineffective practices.
Developing (2)	The school leader ensures that information about predominant instructional strategies in the school is collected and regularly interacts with teachers about the effectiveness of these strategies.
Beginning (1)	The school leader attempts to ensure that information about predominant instructional strategies in the school is collected and regularly interacts with teachers about the effectiveness of these strategies, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that information about predominant instructional strategies in the school is collected.

Evidences for Element 3 of Domain II

- Walk-through or other informal observation data are aggregated in such a way as to disclose predominant instructional practices in the school
- The school leader provides forthright feedback to teachers regarding their instructional practices
- The school leader can describe effective practices and problems of practice
- The leader has systems in place to monitor the effect of the predominant instructional practices for all subgroups in the school
- When asked, the school leader can describe the predominant instructional practices in the school
- When asked, teachers can describe the predominant instructional practices used in the school

II (4): The school leader ensures that teachers are provided with clear, ongoing evaluations of their pedagogical strengths and weaknesses that are based on multiple sources of data and are consistent with student achievement data.

Scale Value	Description
Innovating (4)	The school leader ensures that teacher evaluation processes are updated regularly to ensure the results are consistent with student achievement data.
Applying (3)	The school leader ensures that specific evaluation data are collected on each teacher regarding their pedagogical strengths and weaknesses and that these data are

gathered from multiple sources AND monitors the extent to which teacher evaluations are consistent with student achievement data.

Developing (2)	The school leader ensures that specific evaluation data are collected on each teacher regarding their pedagogical strengths and weaknesses and that these data are gathered from multiple sources.
Beginning (1)	The school leader attempts to ensure that specific evaluation data are collected on each teacher regarding their pedagogical strengths and weaknesses and that these data are gathered from multiple sources, but does not complete the task or does so partially
Not Using (0)	The school leader does not attempt to ensure that specific evaluation data are collected on each teacher regarding their pedagogical strengths and weaknesses and that these data are gathered from multiple sources.

Evidences for Element 4 of Domain II

- Highly specific rubrics are in place to provide teachers accurate feedback on their pedagogical strengths and weaknesses
- Teacher feedback and evaluation data are based on multiple sources of information including, but not limited to: direct observation, teacher self-report, analysis of teacher performance as captured on video, student reports on teacher effectiveness, and peer feedback to teachers
- Teacher evaluation data are regularly used as the subject of conversation between school leaders and teachers
- The school leader provides frequent observations and meaningful feedback to teachers
- Ongoing data are available to support that teacher evaluations are consistent with student achievement data
- When asked, the school leader can link teacher evaluation data with student achievement data
- When asked, teachers can describe their instructional strategies that have the strongest and weakest relationships to student achievement

II (5): The school leader ensures that teachers are provided with job-embedded professional development that is directly related to their instructional growth goals.

Scale Value	Description
Innovating (4)	The school leader continually re-evaluates the professional development program to ensure that it remains job-embedded and focused on instructional growth goals and intervenes with teachers who are not making sufficient progress toward achieving growth goals.
Applying (3)	The school leader ensures that job-embedded professional development is provided to teachers that is directly related to their instructional growth goals AND monitors the extent to which teachers improve their instructional practices.
Developing (2)	The school leader ensures that job-embedded professional development that is directly related to their instructional growth goals is provided to teachers.

Beginning (1) The school leader attempts to ensure that job-embedded professional development is provided to teachers that is directly related to their instructional growth goals, but does not complete the task or does so partially.

Not Using (0) The school leader does not attempt to ensure that job-embedded professional development is provided to teachers that is directly related to their instructional growth goals.

Evidences for Element 5 of Domain II

- Online professional development courses and resources are available to teachers regarding their instructional growth goals
- The school leader tracks teacher participation in professional development activities
- Teacher-led professional development is available to teachers regarding their instructional growth goals
- Instructional coaching is available to teachers regarding their instructional growth goals
- Data are collected linking the effectiveness of professional development to the improvement of teacher practices
- Data are available supporting deliberate practice is improving teacher performance
- When asked, teachers can describe how the professional development supports their attainment of instructional growth goals

Domain III: A Guaranteed and Viable Curriculum

III (1): The school leader ensures that the school curriculum and accompanying assessments adhere to state and district standards.

Scale Value	Description
Innovating (4)	The school leader ensures that the assessment and reporting system focuses on state and district standards and the leader intervenes with teachers who do not follow the state and district standards.
Applying (3)	The school leader ensures that both the written curriculum and accompanying assessments adhere to state and district standards AND monitors the extent to which the curriculum is delivered and the assessments properly administered.
Developing (2)	The school leader ensures that both the written curriculum and accompanying assessments adhere to state and district standards.
Beginning (1)	The school leader attempts to ensure that both the written curriculum and accompanying assessments adhere to state and district standards, but does not complete the task or does so partially.

Not Using (0)

The school leader does not attempt to ensure that both the written curriculum and accompanying assessments adhere to state and district standards.

Evidences for Element 1 of Domain III

- Curriculum documents are in place that correlate the written curriculum to state and district standards
- Rubrics or proficiency scales are in place that clearly delineate student levels of performance on essential elements of the state and district standards
- Information is available correlating what is taught in the classrooms (i.e., the taught curriculum) and the written curriculum
- Information is available examining the extent to which assessments accurately measure the written and taught curriculums
- School teams regularly analyze the relationship between the written curriculum, taught curriculum, and assessments
- The school leader ensures the alignment of the curriculum and assessment measures
- Evidence is available demonstrating the assessments are accurately measuring the state and district standards
- When asked, teachers can describe the essential content and standards for their subject area(s) or grade level(s)
- When asked, teachers demonstrate understanding of how the curriculum and assessments are aligned to improve student achievement

III (2): The school leader ensures that the school curriculum is focused enough that it can be adequately addressed in the time available to teachers.

Scale Value	Description
Innovating (4)	The school leader ensures that essential elements of the curriculum are regularly examined and revised with an eye toward making instruction more focused and efficient.
Applying (3)	The school leader ensures that the written curriculum has been unpacked in such a manner that essential elements have been identified AND monitors the extent to which the essential elements are few enough to allow adequate time for students to learn them.
Developing (2)	The school leader ensures that the written curriculum has been unpacked in such a manner that essential elements have been identified.
Beginning (1)	The school leader attempts to ensure that the written curriculum has been unpacked in such a manner that essential elements have been identified, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that the written curriculum has been unpacked in such a manner that essential elements have been identified.

Evidences for Element 2 of Domain III

- A written list of essential elements is in place
- Essential elements have been articulated as proficiency scales or rubrics
- A curriculum audit has been conducted that delineates how much time it would take to adequately address the essential elements
- Teams regularly meet to discuss the progression and viability of documents that articulate essential content and timing of delivery (e.g. pacing guides, curriculum maps)
- The school leader ensures students are ready to be contributing members of society and participate in a global community
- The school leader has a plan in place to monitor the curriculum is taught in the time available to teachers
- When asked, teachers can describe which elements are essential and can be taught in the scheduled time
- When asked, students report the learning environment of the school is preparing them to contribute to society and be part of a global community

III (3): The school leader ensures that all students have the opportunity to learn the critical content of the curriculum.

Scale Value	Description
Innovating (4)	The school leader intervenes with teachers whose students do not have adequate access to essential elements and instructional strategies that most strongly increase their chances of learning the essential elements.
Applying (3)	The school leader ensures that all students have access to the courses and classes that directly address the essential elements of the curriculum AND monitors the extent to which those courses and classes utilize instructional strategies that most strongly increase their chances of learning the essential elements.
Developing (2)	The school leader ensures that all students have access to the courses and classes that directly address the essential elements of the curriculum.
Beginning (1)	The school leader attempts to ensure that all students have access to the courses and classes that directly address the essential elements of the curriculum, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that all students have access to the courses and classes that directly address the essential elements of the curriculum.

Evidences for Element 3 of Domain III

- Tracking systems are in place that examine each student’s access to the essential elements of the curriculum
- Parents are aware of their child’s current access to the essential elements of the curriculum

- All students have access to advanced placement or other rigorous courses
- All students have a prescribed program of study that documents access to courses
- The school leader ensures teachers have completed appropriate content area training in their subject area courses
- The school leader ensures teachers have completed appropriate training for content specific strategies
- Data are available to verify student achievement in critical content and standards
- When asked, teachers can describe the content strategies that result in the highest student learning for specific courses and topics

IV: Cooperation and Collaboration

IV (1): The school leader ensures that teachers have opportunities to observe and discuss effective teaching.

Scale Value	Description
Innovating (4)	The school leader intervenes and supports teachers who do not actively participate in opportunities to interact regarding effective instructional practices.
Applying (3)	The school leader ensures that teachers have regular opportunities to interact regarding effective instructional practices and observe specific examples of effective teaching virtually or in-person AND monitors the extent to which teachers actively participate in those opportunities.
Developing (2)	The school leader ensures that teachers have regular opportunities to interact regarding effective instructional practices and observe specific examples of effective teaching virtually or in person.
Beginning (1)	The school leader attempts to ensure that teachers have regular opportunities to interact regarding effective instructional practices and observe specific examples of effective teaching virtually or in person, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that teachers have regular opportunities to interact regarding effective instructional practices and observe specific examples of effective teaching virtually or in person.

Evidences for Element 1 of Domain IV

- Teachers have opportunities to engage in instructional rounds
- Teachers have opportunities to view and discuss video-based examples of exemplary teaching
- Teachers have regular times to meet and discuss effective instructional practices (e.g. lesson study, professional learning communities)
- Teachers have opportunities to interact about effective teaching via technology

- Instructional practices are regularly discussed at faculty and department meetings
- Video segments of instructional practices are regularly viewed and discussed at faculty and department meetings
- Information is available regarding participation of teachers in opportunities to observe and discuss effective teaching
- Information is available regarding teacher participation in virtual discussions regarding effective teaching
- The leader can describe the school’s procedures for scheduling teachers to observe and discuss effective instructional practices
- When asked, teachers report their participation in observing other teachers results in individual self- reflection and growth

IV (2): The school leader ensures that teachers have formal roles in the decision-making process regarding school initiatives.

Scale Value	Description
Innovating (4)	The school leader continually seeks new venues for teacher input regarding important decisions.
Applying (3)	For specific types of decisions, the school leader ensures that formal processes are in place to collect data from all teachers regarding their preferences AND monitors the extent to which those data are used to make decisions and the transparency of those decisions.
Developing (2)	For specific types of decisions, the school leader ensures that formal processes are in place to collect data from all teachers regarding their preferences.
Beginning (1)	The school leader attempts to ensure that formal processes are in place to collect data from all teachers regarding their preferences on specific decisions, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that formal processes are in place to collect data from all teachers regarding their preferences on specific decisions.

Evidences for Element 2 of Domain IV

- The specific types of decisions on which teachers will have direct input are made clear
- Data-gathering techniques are in place to collect information from teachers
- Notes and reports are in place that describe how teacher input was used when making specific decisions
- Electronic tools are utilized to collect and report teacher opinions regarding specific decisions (e.g. online surveys)
- Groups of teachers are targeted and utilized to provide input regarding specific decisions

- The leader enables teacher leaders to proactively initiate, plan, implement and monitor projects
- The school leadership team has critical roles in facilitating school initiatives
- When asked, teachers report they feel their input is valued and used by the school leader

IV (3): The school leader ensures that teacher teams and collaborative groups regularly interact to address common issues regarding curriculum, assessment, instruction, and the achievement of all students.

Scale Value	Description
Innovating (4)	The school leader ensures that group goals relative to curriculum, assessment, and instruction are regularly revised to reflect the changes in student achievement data and intervenes and supports teacher teams whose goals do not adequately address the achievement of all students.
Applying (3)	The school leader ensures that formal teams or collaborative groups of teachers and other relevant staff meet regularly and have specific goals relative to curriculum, assessment, and instruction AND monitors the extent to which these goals are designed to enhance the achievement of all students.
Developing (2)	The school leader ensures that formal teams or collaborative groups of teachers and other relevant staff meet regularly and have specific goals relative to curriculum, assessment, and instruction.
Beginning (1)	The school leader attempts to ensure that formal teams or collaborative groups of teachers and other relevant staff meet regularly and have specific goals relative to curriculum, assessment, and instruction, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that formal teams or collaborative groups of teachers and other relevant staff meet regularly and have specific goals relative to curriculum, assessment, and instruction.

Evidences for Element 3 of Domain IV

- Professional learning communities (PLCs) are in place
- PLCs have written goals
- The school leader regularly examines the PLC’s progress toward goals
- Common assessments are created by PLCs
- Student achievement and growth are analyzed by PLCs
- Data teams are in place
- Data teams have written goals

- The school leader regularly examines each data team’s progress toward goals
- The school leader collects and reviews minutes, notes, and goals from meetings to maintain a focus on student achievement
- When asked, teachers can explain how PLC’s analyze data to identify appropriate instructional practices

IV (4): The school leader ensures that teachers and staff have formal ways to provide input regarding the optimal functioning of the school and delegates responsibilities appropriately.

Scale Value	Description
Innovating (4)	The school leader intervenes and provides support when delegation of authority and teacher input is not working to optimize the function of the school.
Applying (3)	The school leader ensures that input is regularly collected from teachers and staff, appropriately delegates responsibilities, AND monitors the extent to which the inputs and delegations are contributing to the optimal function of the school.
Developing (2)	The school leader ensures that input is regularly collected from teachers and staff and appropriately delegates responsibilities.
Beginning (1)	The school leader attempts to ensure that input is regularly collected from teachers and staff and appropriately delegates responsibilities, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that input is regularly collected from teachers and staff and does not appropriately delegate responsibilities.

Evidences for Element 4 of Domain IV

- Data collection systems are in place to collect opinion data from teachers and staff regarding the optimal functioning of the school
- Data are archived and reports regularly generated regarding these data
- The manner in which data are used is made transparent
- The school improvement team provides input to the leader regarding the school improvement plan
- The school leader identifies and mentors targeted faculty and staff for succession planning and provides appropriate growth opportunities
- The school leader encourages select faculty to continue their education and assists them with career planning
- The school leader effectively identifies potential leaders and guides them in career development
- The school leader can cite examples of where teacher input has resulted in effective change at the school

- The school leader demonstrates ongoing mentoring of teacher leaders
- Teacher leaders and other faculty are empowered to share in the leadership of the school
- When asked, teachers explain formal ways they have to give input regarding optimal functioning of the school
- When asked, teachers can identify examples of when their input has resulted in effective change at the school

IV (5): The school leader ensures that students, parents, and community have formal ways to provide input regarding the optimal functioning of the school.

Scale Value	Description
Innovating (4)	The school leader intervenes and provides support when students, parents, and community input is not working to optimize the function of the school.
Applying (3)	The school leader ensures that input is regularly collected from students, parents, and community AND monitors the extent to which the inputs are contributing to the optional function of the school.
Developing (2)	The school leader ensures that input is regularly collected from students, parents, and community.
Beginning (1)	The school leader attempts to ensure that input is regularly collected from students, parents, and community, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that input is regularly collected from students, parents, and community.

Evidences for Element 5 of Domain IV

- Data collection systems are in place to collect opinion data from students, parents, and community regarding the optimal functioning of the school
- Data are archived and reports regularly generated regarding these data
- The manner in which these data are used is made transparent
- The school leader provides an interactive website for students, parents, and the community
- The school leader engages in appropriate social networking technologies (e.g. Twitter, Facebook) to involve students, parents, and community
- The school leader engages in virtual town hall meetings
- The school leader conducts focus group meetings with students and parents

- The school leader hosts or speaks at community/business luncheons
- The school leader can explain how the use of input from the school community has resulted in improved functioning of the school
- The school leader can demonstrate how data gathered from subpopulations at the school are incorporated in school planning
- When asked, students, parents, and community members report their input is valued and used by the school leader to better the functioning of the school

V: School Climate

V (1): The school administrator is recognized as the leader of the school who continually improves his or her professional practice.

Scale Value	Description
Innovating (4)	The school leader actively seeks expertise/mentors for validation and feedback to confirm or improve leadership skills.
Applying (3)	The school leader continually engages in activities to improve his or her professional practices AND monitors the extent to which these activities enhance personal leadership skills and the staff’s confidence about his or her ability to lead.
Developing (2)	The school leader continually engages in activities to improve his or her professional practices.
Beginning (1)	The school leader attempts to engage in activities to improve his or her professional practices, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to engage in activities to improve his or her professional practices.

Evidences for Element 1 of Domain V

- The school leader has a written annual growth plan
- The school leader has identified professional development activities consistent with his or her growth plan
- The school leader has identified mentors and regularly interacts with them
- The school leader can describe leadership strengths and weaknesses and how he or she plans to address the weaknesses
- Faculty and staff describe the school leader as uncompromising in regards to raising student achievement
- Faculty and staff describe the school leader as effectively communicating those non-negotiable factors that have an impact on student achievement

- The school leader has demonstrated his or her ability to be a problem solver
- When asked, faculty and staff identify the school administrator as the leader of the school
- When asked, faculty and staff generally agree as to the vision provided by the school leader

V (2): The school leader has the trust of the faculty and staff that his or her actions are guided by what is best for all student populations.

Scale Value	Description
Innovating (4)	The school leader actively seeks expertise/mentors for validation and feedback to confirm or improve how he or she performs or is perceived.
Applying (3)	The school leader performs with integrity and the best interest of all students AND monitors the extent to which faculty and staff perceive him or her as an individual who will follow through with initiatives and whose actions are guided by the desire to help all students learn.
Developing (2)	The school leader performs with integrity and the best interest of all students.
Beginning (1)	The school leader attempts to perform with integrity and the best interest of all students, but does so sporadically or inconsistently.
Not Using (0)	The school leader does not attempt to perform with integrity and the best interest of all students.

Evidences for Element 2 of Domain V

- Faculty and staff describe the school leader as one who “walks the walk and talks the talk”
- Faculty and staff describe the school leader as one who speaks with candor
- Faculty and staff describe the school leader as one who is willing to “take on tough issues”
- The school leader acknowledges when school goals have not been met or initiatives have failed and revises the plan for success
- When asked, faculty and staff describe the school leader as an individual whose actions are guided by a desire to help all students learn
- When asked, faculty and staff describe the school leader as an individual who will follow through with his or her initiatives

V (3): The school leader ensures that faculty and staff perceive the school environment as safe and orderly.

Scale Value	Description
Innovating (4)	The school leader ensures that rules and procedures are reviewed and updated as necessary to ensure a safe and orderly school environment and the perception of such by school faculty and staff.
Applying (3)	The school leader ensures that well-defined routines and procedures are in place that lead to safe and orderly conduct AND monitors the extent to which faculty and staff share the perception that the school environment is safe and orderly.
Developing (2)	The school leader ensures that well-defined routines and procedures are in place that lead to orderly conduct.
Beginning (1)	The school leader attempts to ensure that well-defined routines and procedures are in place that lead to orderly conduct, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that well-defined routines and procedures are in place that lead to orderly conduct.

Evidences for Element 3 of Domain V

- Clear and specific rules and procedures are in place for the running of the school
- Few, if any, incidents occur in which the safety of faculty or staff is compromised
- The school leader provides a means for faculty and staff to communicate about the safety of his or her school
- Faculty and staff know the emergency management procedures and how to implement them for specific incidents
- The school leader can provide evidence of practicing emergency management procedures for specific incidents
- The school leader can provide evidence of updates to the emergency management plans and communication of them to the faculty and staff
- When asked, faculty and staff describe the school as a safe place
- When asked, faculty and staff describe the school as an orderly place
- When asked, the faculty and staff describe the school leader as highly visible and accessible

V(4): The school leader ensures that students, parents, and the community perceive the school environment as safe and orderly.

Scale Value	Description
Innovating (4)	The school leader ensures that rules and procedures are reviewed and updated as necessary to ensure a safe and orderly school environment and the perception of such by

students, parents, and the community.

Applying (3)	The school leader ensures that well-defined routines and procedures are in place that lead to orderly conduct AND monitors the extent to which students, parents, and the community share the perception that the school environment is safe and orderly.
Developing (2)	The school leader ensures that well-defined routines and procedures are in place that lead to orderly conduct.
Beginning (1)	The school leader attempts to ensure that well-defined routines and procedures are in place that lead to orderly conduct, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to ensure that well-defined routines and procedures are in place that lead to orderly conduct.

Evidences for Element 4 of Domain V

- Clear and specific rules and procedures are in place for the running of the school
- Few, if any, incidents occur in which students’ safety is compromised
- The school leader employs social media so that students may anonymously report potential incidents
- The school leader has a means of communicating to parents about issues regarding school safety (e.g. a call out system)
- The school leader coordinates with local law enforcement agencies regarding school safety issues
- The school leader engages parents and community regarding issues of school safety
- When asked, parents and students describe the school as a safe place
- When asked, parents and students describe the school as an orderly place
- When asked, community members perceive the school as safe and orderly
- When asked, parents, students and community members describe the leader as highly visible and accessible

V (5): The school leader manages the fiscal, operational, and technological resources of the school in a way that focuses on effective instruction and the achievement of all students.

Scale Value	Description
Innovating (4)	The school leader actively seeks and procures extra resources to enhance instruction and the achievement of all students.

Applying (3)	The school leader manages the fiscal, operational, and technological resources necessary to support effective teaching AND monitors the extent to which the resources and efficiencies enhance instruction and the achievement of all students.
Developing (2)	The school leader manages the fiscal, operational, and technological resources necessary to support effective teaching.
Beginning (1)	The school leader attempts to manage the fiscal, operational, and technological resources necessary to support effective teaching, but does not complete the task or does so partially.
Not Using (0)	The school leader does not attempt to manage the fiscal, operational, and technological resources necessary to support effective teaching.

Evidences for Element 5 of Domain V

- Materials and resources for specific classes and courses meet the state or district specifications for those classes and courses
- Time available for specific classes and courses meets the state or district specifications for those classes and courses
- The school leader develops, submits, and implements detailed budgets
- The school leader successfully accesses and leverages a variety of resources (e.g. grants, local, state, and federal funds)
- The school leader manages time effectively in order to maximize focus on instruction
- The school leader appropriately directs the use of technology to improve teaching and learning
- The school leader provides adequate training for the instructional technology teachers are expected to use
- When asked, faculty and staff report that they have adequate materials to teach effectively
- When asked, faculty and staff report that they have adequate time to teach effectively

V (6): The school leader acknowledges the success of the whole school, as well as individuals within the school.

Scale Value	Description
Innovating (4)	The school leader actively seeks a variety of methods for acknowledging individual and school-wide success that meet the unique needs of faculty and staff.
Applying (3)	The school leader at the appropriate time acknowledges and celebrates the accomplishments of the school as a whole and the accomplishments of individuals within the school AND monitors the extent to which people feel honored for their contributions.
Developing (2)	The school leader at the appropriate time acknowledges and celebrates the accomplishments of the school as a whole and the accomplishments of individuals within the school.

Beginning (1)

The school leader attempts to acknowledge and celebrate the accomplishments of the school as a whole and the accomplishments of individuals within the school, but does not complete the task or does so partially.

Not Using (0)

The school leader does not attempt to acknowledge and celebrate the accomplishments of the school as a whole and the accomplishments of individuals within the school.

Evidences for Element 6 of Domain V

- The school leader recognizes the accomplishments of individual teachers, teams of teachers, and the whole school in a variety of ways (e.g. faculty celebrations, newsletters to parents, announcements, websites, social media)
- The school leader recognizes incremental success of students and teachers
- The school leader recognizes the success of individual departments
- The school leader regularly celebrates the success of a variety of types of individuals (e.g. teacher of the year, support staff employee of the year)
- When asked, faculty and staff report that the accomplishments of the school have been adequately acknowledged and celebrated
- When asked, faculty and staff report that their individual accomplishments have been adequately acknowledged and celebrated

Copyright 2012, Robert J. Marzano. All Rights Reserved. The Marzano School Leadership Evaluation domains, elements, scales and evidences may only be digitized in iObservation.

Stakeholder Survey (10%)

The stakeholder survey used for the HLWW Principal Evaluation system will be completed by the teaching staff whom the principal supervises. The survey will be scored using a 4 point scale as follows:

4 = My principal is *highly effective* in demonstrating this behavior

3 = My principal demonstrates this behavior *most of the time*

2 = My principal *sometimes* demonstrates this behavior

1 = My principal *does not* demonstrate this behavior

NA = I have not observed my principal in regards to this behavior (either positively or negatively)

Student Performance Data (35%)

As part of the principal’s development of a growth plan, the principal will set a goal in regards to student achievement. The growth plan will be created using the iObservation format.

The goal for student achievement will be specific, including the evaluation measurement tool used to determine student achievement levels. That tool will be one of HLWW’s approved testing measurements (MCA, MAPS, ACT, etc.) and will be agreed upon as part of the growth plan and goal setting process used during the principal’s evaluation.

4-Met goal

3-Made substantial growth

2-Made some growth

1-Made no growth

Summative Performance:

Following a conference, the Superintendent will finalize the summary rating and will generate a summary report of the evaluation, to be signed by both parties. A performance level shall be assigned using one of the following categories (see Attachment D):

4-Distinguished: Consistently exceeds standards of performance.

3-Accomplished: Consistently meets standards of performance.

2-Satisfactory: Demonstrates satisfactory competence on standards of performance.

1-Unsatisfactory: Does not meet acceptable standards of performance.

Deliberate Practice/Growth Plans

A professional growth plan will be developed from the summary report consistent with the performance rating assigned. Growth plans will be signed by both parties.

4-Distinguished: A self-directed growth plan.

3-Accomplished: A self-directed growth plan.

2-Satisfactory: One-year jointly designed growth plan.

1-Unsatisfactory: One-year directed improvement plan stemming from unsatisfactory or concerning performance items; generated by the supervisor and specifically identifies areas for improvement. Consequences: Failure to remedy or improve a performance designation of “Unsatisfactory” shall result in disciplinary action per Minnesota Statutes, section 122A.40 or 122A.41 or local district policy.