

## School Leadership Time Form SY15-16

School Leadership time is critical in leading schools, therefore principals being present and on time will help maximize school leadership time. The Virgin Islands Department of Education (VIDE) includes school leadership time as one of the measures within the principal evaluation process. School Leadership time is indicated by a principal's attendance and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory, 1= Unsatisfactory

The **superintendent completes the School Leadership Time Form** based on the principal's record of attendance and submits it **BEFORE** the principal's **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the [VIDE EES web portal](#).

### Attendance

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
			
13 or more absences	9-12 absences	5-8 absences	0-4 absences

**Total School Leadership Time score** is the attendance score.

**TOTAL SCHOOL LEADERSHIP TIME SCORE:**

Attachment #1  [Delete](#)

Attachment #2  [Delete](#)

Attachment #3  [Delete](#)

If the attachment will not upload properly, [click here](#) to try the alternate version.