

## TalentEd Steps for Principal Evaluation Process

### Entire Principal Observation Process

1. **Principal Professional Growth Plan** (Principal completes form and submits, Superintendent sees plan when submitted)
2. **Principal Portfolio Planning Form** (Principal completes and submits; Superintendent sees form when submitted; Principal must complete both #1 and #2 before #3 occurs)
3. **Principal Evaluation Planning Meeting Scheduled** to discuss forms in #1 and #2 and schedule future observation meetings (Superintendent schedules, principal confirms, and both see scheduled meeting)

**[Principal Evaluation Planning Meeting occurs after Step 3. There is not a step in TalentEd for the meeting. The principal MUST complete Step 1 and 2 BEFORE the meeting occurs.]**

4. **1<sup>st</sup> Pre-Observation Meeting Scheduled** (Superintendent schedules, Principal confirms, both see scheduled meeting)
5. **1<sup>st</sup> Pre-Observation Form** (Superintendent completes form during or after meeting and submits, both see form when submitted)
6. **1<sup>st</sup> Principal Observation Five Essential Practices of School Leadership** form (Superintendent records evidence during observation and scores the observation)
7. **1<sup>st</sup> Post-Observation Meeting scheduled** (Superintendent schedules, Principal confirms, both see scheduled meeting)
8. **1<sup>st</sup> Post-Observation Reflection Form** (Principal completes and submits BEFORE post-observation meeting, Superintendent sees form when submitted)

**[Post-observation meeting occurs and final observation scores are completed and submitted by Superintendent]**

**[VAL-ED survey is administered in the fall through the Division of Human Resources. Teachers, principals and superintendents complete the survey. Survey results are uploaded into TalentEd by the Division of Human Resources, Principal and Superintendent see after report is uploaded]**

9. **Mid-Year Check-in Meeting Scheduled** (Superintendent schedules, Principal confirms, both see scheduled meeting)
10. **Mid-Year Check-In Meeting Summary Form** (Superintendent completes form during or after meeting, Principal sees form when submitted)
11. **Schedule 2<sup>nd</sup> Observation** (Superintendent schedules, principal confirms, both see scheduled meeting)
12. **2<sup>nd</sup> Pre-Observation Form** (Superintendent completes form during or after meeting and submits form, Principals sees form when submitted)
13. **2<sup>nd</sup> Principal Observation Five Essential Practices of School Leadership** form (Superintendent records evidence during observation and scores the observation)

14. **2<sup>nd</sup> Post-Observation Meeting scheduled** (Superintendent schedules, Principal confirms, both see scheduled meeting)
15. **2<sup>nd</sup> Post-Observation Reflection Form** (Principal completes and submits BEFORE post-observation meeting, Superintendent sees form when submitted)  
**[Post-observation meeting occurs and final observation scores are completed and submitted by Superintendent]**
16. **Portfolio Review Scheduled** (Superintendent schedules, Principal confirms, both see scheduled meeting)  
**[Portfolio Review occurs]**
17. **Portfolio Rating Form** (Superintendent completes during or after review meeting and submits form, Principal sees form when submitted)  
**[VAL-ED survey is administered in the spring through the Division of Human Resources. Teachers, principals and superintendents complete the survey. Survey results are uploaded into TalentEd by the Division of Human Resources]**
18. **Principal Summative Evaluation Meeting Schedule** (Superintendent schedules, Principal confirms, both see scheduled meeting)
19. **Principal Leadership Time Form** (Superintendent completes form based on principal's attendance and tardies in TimeForce and submits, Principal sees form when submitted)
20. **Principal Summative Evaluation Form** (Superintendent completes form before or during the meeting (#20), Principal sees form during the meeting)  
**[Principal's Summative Evaluation Meeting occurs before the last day of the school year for principals.]**