

PRINCIPAL EVALUATION



LEAD LEARNERS

School leadership is the second most powerful influence on student learning, after teachers. Although many people contribute to leadership in a school, principals establish and support a culture of leadership and learning through their work with teachers, community members, and students. The U. S. Virgin Islands Department of Education (VIDE), as part of its **Employee Effectiveness System** (VIDE EES), supports principal growth to lead and persist in learning about new research, policies, and practices to support teacher growth and student learning.

EVALUATION FOR GROWTH Educators from St. Thomas, St. John, and St. Croix have redesigned principal evaluation to reflect the complex work of leading schools. The new, territory wide principal evaluation process is practical, fair, and rigorous. It provides principals evidence-based performance feedback on key leadership practices. The new evaluation process focuses on a principal's daily leadership practice.

THE FIVE ESSENTIAL PRACTICES OF SCHOOL LEADERSHIP The principal evaluation process aligns with national leadership standards, which were adopted by the VIDE and 48

States, and on the five leadership practices, as described by American Institutes for Research:

- ❖ Build shared purpose
- ❖ Focus on Learning
- ❖ Manage organizational systems
- ❖ Connect with community
- ❖ Lead with integrity

FOUR MEASURES OF PRACTICE As with the teacher evaluation system, each principal will be evaluated every year, and each principal, regardless of the evaluation results, will be responsible for completing a professional growth plan with the support of the superintendent. The principal evaluation process is based on evidence collected from three measures:

- ❖ Observations: At least two times per year, the superintendent observes principals providing feedback to teachers after formal teacher observations. Providing feedback related to instructional practices is an important part of a principal's school leadership.
- ❖ Portfolio review: Once a year, all principals submit a portfolio of artifacts, including a Principal Professional Growth Plan (PPGP) for review by the superintendent.
- ❖ VAL-ED 360-degree survey: The principal, superintendent, teachers, and other instructional staff complete the VAL-ED survey, which provides feedback to principals on their role as instructional leaders two times each year.
- ❖ School Leadership Time as indicated by attendance and tardies in TimeForce.

WE WANT TO HEAR FROM YOU!

Contact our Help Desk: evalquestions@doe.vi

FREQUENTLY ASKED QUESTIONS

Why redesign principal evaluation? Principals are important to school life, and their continued growth across their career is important to our education system. Principal evaluation is part of improving principal practice, but our evaluation system was outdated. Principal evaluation is part of our union agreement, and a federal requirement. We need evaluations that not only reflect the work of principals, but also support their professional growth.

What was the role of principals in redesigning their evaluation? Principals, superintendents, union representatives, teachers, assistant principals, VIDE staff, directors, and coordinators from St. Thomas/St. John and St. Croix School Districts designed the new principal evaluation process and will continuously improve the process. Principals helped write the evaluation framework, choose evidence collection methods, and consulted on the evaluation timeline.

What is evaluated? Principals' practices are evaluated against a set of essential practices based on national standards, which are described in a rubric called the Five Essential Practices of School Leadership. The practices are: (1) building shared purpose, (2) focusing on learning, (3) managing organizational systems, (4) connecting with community, and (5) leading with integrity.

What is my role? Many people are involved in supporting the annual evaluation of principals.

Principals are responsible for:

- ❖ Reflecting on practices
- ❖ Scheduling observations
- ❖ Creating a portfolio
- ❖ Creating and completing a PPGP
- ❖ Completing a 360-degree survey

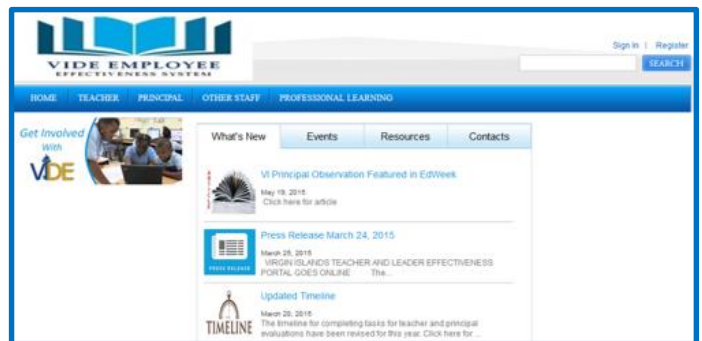
Superintendents are responsible for:

- ❖ Orienting principals to evaluations
- ❖ Scheduling observations
- ❖ Scheduling meetings
- ❖ Observing principals
- ❖ Reviewing portfolio information
- ❖ Completing a 360-degree survey
- ❖ Reviewing 360-degree survey results
- ❖ Providing feedback
- ❖ Supporting development of a growth plan
- ❖ Monitoring growth

Teachers are responsible for:

- ❖ Completing the VAL-ED 360 degree survey orientation
- ❖ Completing the observations and meetings through TalentEd
- ❖ Completing the VAL-ED 360 degree survey

Where can we find more information on the principal evaluation process? The VIDE provides a one stop shop for all information and resources related to the principal evaluation process through the VIDE EES web portal at <http://tle.vide.vi>.



1. URL: Go to <http://tle.vide.vi>
2. Click the **Principal** Tab
3. Log in with vide email and password
4. Click the **Principal** Tab again

In addition, the VIDE Division of Human Resources can be contacted at evalquestions@doe.vi.