Rule 6A-5.030
Form AEST-2015
Effective Date: October 2015

Flagler County Public Schools
Jacob Oliva, Superintendent
2015 - 2016
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1. Performance of Students

Per Statute, at least 1/3 of the evaluation results of administrators must be derived from performance of students. In Flagler County, the administrative evaluation system totals at 800 points. 400 points out of the 800 points possible is derived from “VAM School Scores” as determined by the state. The VAM school scores are comprised of a Reading Score and a Math Score. The Reading component weights at 200 possible points whereas the Math (or Algebra I) score weights at 200 possible points.

<table>
<thead>
<tr>
<th>Level</th>
<th>VAM Reading Score</th>
<th>VAM Math Score</th>
<th>VAM Algebra I Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VAM Score (Average of ELA/Math or ELA/Algebra I)</th>
<th>Student Performance Points Earned</th>
<th>Rating for this component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 (both scores are 1.0)</td>
<td>100</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>1.5 (average of scores is 1.5)</td>
<td>150 points</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>2.0 (average of scores is 2.0)</td>
<td>200 points</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>2.5 (average of scores is 2.5)</td>
<td>250 points</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>3.0 (average of scores is 3.0)</td>
<td>300 points</td>
<td>Effective</td>
</tr>
<tr>
<td>3.5 (average of scores is 3.5)</td>
<td>350 points</td>
<td>Highly Effective</td>
</tr>
<tr>
<td>4.0 (average of score is 4.0)</td>
<td>400 points</td>
<td>Highly Effective</td>
</tr>
</tbody>
</table>

Student Performance data for at least three years, including the current year and the two years immediately preceding the current year, will be used when available. If less than the three most recent years of data are available, those years for which data are available will be used. If more than three years of student performance data are used the years will be specified.
2. **Instructional Leadership**

The instructional Leadership component of the evaluation in Flagler County counts as 328 points out of the 800 possible total points. This equates to 41% of the administrator’s evaluation score and is derived from 4 domains.

Domain 1: The focus is on leadership practices that impact prioritization and results for student achievement on priority learning goals - knowing what’s important, understanding what’s needed, and taking actions that get results. 20% FSLA

Domain 2: The focus is on instructional leadership – what the leader does and enables others to do that supports teaching and learning. 40% FSLA

Domain 3: The focus is on school operations and leadership practices that integrate operations into an effective system of education. 20% FSLA

Domain 4: The focus is on the leader’s professional conduct and leadership practices that represent quality leadership. 20% FSLA

### Domain 2: Instructional Leadership

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Proficiency Area 3 - Instructional Plan Implementation</th>
<th>Proficiency Area 4 - Faculty Development</th>
<th>Proficiency Area 5 - Learning Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator 3.1 - FEAPs</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
</tr>
<tr>
<td>Indicator 3.2 - Standards based Instruction</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
</tr>
<tr>
<td>Indicator 3.3 - Learning Goals Alignments</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
</tr>
<tr>
<td>Indicator 3.4 - Curriculum Alignments</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
</tr>
<tr>
<td>Indicator 3.5 - Quality Assessments</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
</tr>
<tr>
<td>Indicator 3.6 - Faculty Effectiveness</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
<td>( ) Highly Effective ( ) Effective ( ) Needs Improvement ( ) Unsatisfactory</td>
</tr>
</tbody>
</table>

Flagler County Public Schools
2015-2016 Administrator Evaluation System
Domain 2 - Instructional Leadership
Narrative: School leaders do many things. Domain 2 of the FSLA addresses a core of leader behaviors that impact the quality of essential elements for student learning growth. The skill sets and knowledge bases employed for this domain generate 40% of the FSLA Score. The success of the school leader in providing a quality instructional framework, appropriately focused faculty development, and a student oriented learning environment are essential to student achievement.

Proficiency Area 3. Instructional Plan Implementation: Effective school leaders work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs, and assessments.

Narrative: Proficiency Area 3 is focused on Florida Principal Leadership Standard #3 (FPLS). Aligning the key issues identified in the indicators into an efficient system is the leader's responsibility. This area stresses the leader's proficiency at understanding the current reality of what faculty and students know and can do regarding priority practices and goals.

Indicator 3.1 – FEAPs: The leader aligns the school’s instructional programs and practices with the Florida Educator Accomplished Practices (Rule 6A-5.065, F.A.C.) and models use of the Florida common language of instruction to guide faculty and staff implementation of the foundational principles and practices.

Narrative: Indicator 3.1 is focused on the school leader's understanding of the Florida Educator Accomplished Practices (FEAPs) and ability to use Florida's common language of instruction. To be effective participants in school, district and statewide communities of practice working collegially for high quality implementation of the FEAPs, educators at the school level must be able to communicate and organize their efforts using the terms and concepts in the FEAPs and the Florida common language of instruction. This indicator is about the school leader's proficiency in making that happen by using a core set of expectations (the FEAPs) and terminology (the common language) to guide and focus teacher discussions on instructional improvements. Florida's common language of instruction is used so that educators in Florida use the core terms in the same way and with a common understanding.

Note: The FEAPs, a FEAPs brochure, and Florida’s common language may be explored at http://www.floridaschoolleaders.org.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader's actions or impact of leader's actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Leader's actions or impact of leader's actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</td>
<td>Leader's actions or impact of leader's actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader's actions or impact of leader's actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
<tr>
<td>The instructional program and practices are fully aligned with the FEAPs. Faculty and staff implementation of the FEAPs is consistently proficient and professional conversations among school leadership and faculty about instruction use the Florida common language of instruction and the terminology of the FEAPs.</td>
<td>The leader's use of FEAPs content and terms from the common language is a routine event and most instructional activities align with the FEAPs. Coordinated processes are underway that link progress on student learning growth with proficient FEAPs implementation.</td>
<td>The leader demonstrates some use of the FEAPs and common language to focus faculty on instructional improvement, but is inconsistent in addressing the FEAPs.</td>
<td>There is no or minimal evidence that the principles and practices of the FEAPs are presented to the faculty as priority expectations. The leader does not give evidence of being conversant with the FEAPs or the common language.</td>
</tr>
<tr>
<td>The leader's use of FEAPs and common language resources results in some faculty at the school site having access to and using them in their work.</td>
<td></td>
<td>The leader's use of FEAPs and common language resources results in some faculty at the school site having access to and using them in their work.</td>
<td>The leader's use of FEAPs and common language resources results in some faculty at the school site having access to and using them in their work.</td>
</tr>
</tbody>
</table>
The leader's use of FEAPs and common language resources results in all educators at the school site having access to and making use of the FEAPs and common language.

Teacher-leaders at the school use the FEAPs and common language.

The leader uses the common language to enable faculty to recognize connections between the FEAPs, the district's evaluation indicators, and contemporary research on effective instructional practice.

There are gaps in alignment of ongoing instructional practices at the school site with the FEAPs. There is some correct use of terms in the common language but errors or omissions are evident.

Leadership Evidence of proficiency on this indicator may be seen in the leader's behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- The leader’s documents, agendas, memorandum, etc. make reference to the content of the FEAPs and make correct use of the common language.
- School improvement documents reflect concepts from the FEAPs and common language.
- The leader can articulate the instructional practices set forth in the FEAPs.
- Faculty meetings focus on issues related to the FEAPs.
- The leader’s monitoring practices result in written feedback to faculty on quality of alignment of instructional practice with the FEAPs.
- The leader’s communications to parents and other stakeholders reflect use of FEAPs and common language references.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students, and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers are conversant with the content of the FEAPs.
- Teachers can describe their primary instructional practices using the terms and concepts in the FEAPs.
- Teachers use the common language and attribute their use to the leader providing access to the online resources.
- School level support programs for new hires include training on the FEAPs.
- FEAPs brochures and excerpts from the common language are readily accessible to faculty.
- Faculty members are able to connect indicators in the district’s instructional evaluation system with the FEAPs.
- Subordinate leaders (e.g. teacher leaders, assistant principals) use FEAPs and common language terms accurately in their communications.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:
Reflection Questions for Indicator 3.1

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How are you able to provide specific feedback to teachers on improving proficiency in the FEAPs and/or common language?</td>
<td>How do you recognize practices reflected in the FEAPs and/or common language as you conduct teacher observations?</td>
<td>Do you review the FEAPs and/or common language resources frequently enough to be able to recall the main practices and principles contained in them?</td>
<td>Do you know where to find the text of the FEAPs and common language?</td>
</tr>
</tbody>
</table>

Indicator 3.2 – Standards-Based Instruction: The leader delivers an instructional program that implements the state’s adopted academic standards (Common Core and NGSSS) in a manner that is rigorous and culturally relevant to the students by:

- aligning academic standards, effective instruction and leadership, and student performance practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals, and
- communicating to faculty the cause and effect relationship between effective instruction on academic standards and student performance.

Narrative: Florida’s plan of action for educating our children for the 21st century is based on standards-based instruction. Course descriptions specify the standards that are to be learned in each course. All of the course content in courses for which students receive credit toward promotion/graduation is expected to be focused on the standards in the course description. This indicator addresses the leader’s proficiency at making sure all students receive rigorous, culturally relevant standards-based instruction by aligning key practices with the state’s academic standards (Common Core, NGSSS, Access Points). The leader does what is necessary to make sure faculty recognize and act on the cause and effect relationship between good instruction (i.e., research-based strategies, rigorous, culturally relevant,) on the “right stuff” (the state standards adapted based on data about student needs).

Note: Course descriptions and the standards for each course may be explored at [www.floridastandards.org](http://www.floridastandards.org).

Rating Rubric

| Highly Effective: Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders. | Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations. | Needs Improvement: Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency. | Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact. |
| Processes exist for all courses to ensure that what students are learning is aligned with state standards for the course. The leader has institutionalized quality control monitoring to ensure that instruction is aligned with the standards and is consistently delivered in a rigorous and culturally relevant manner for all students. Teacher teams coordinate work on student mastery of the standards to promote integration of the standards into useful skills. The leader provides quality | Processes exist for most courses to ensure that what students are learning is aligned with state standards for the course. Instruction aligned with the standards is, in most courses, delivered in a rigorous and culturally relevant manner for all students. The leader routinely monitors instruction to ensure quality is maintained and intervenes as necessary to improve alignment, rigor, and/or cultural relevance for most courses. Collegial faculty teamwork is | Processes exist for some courses to ensure that what students are learning is aligned with state standards for the course. Instruction is aligned with the standards in some courses. Instruction is delivered in a rigorous manner in some courses. Instruction is culturally relevant for some students. The leader has implemented processes to monitor progress in some courses, but does not intervene to make improvements | There is limited or no evidence that the leader monitors the alignment of instruction with state standards, or the rigor and cultural relevance of instruction across the grades and subjects. The leader limits opportunities for all students to meet high expectations by allowing or ignoring practices in curriculum and instruction that are culturally, racially, or ethnically insensitive and/or inappropriate. The leader does not know and/or chooses not to interact with staff about teaching using research-based instructional strategies to... |
assistance to other school leaders in effective ways to communicate the cause and effect relationship between effective standards-based instruction and student growth.

evident in coordinating instruction on Common Core standards that are addressed in more than one course.
in a timely manner.
obtain high levels of achievement for all students.

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- The leader’s faculty, department, grade-level meeting agendas, minutes, and other documents focus on the alignment of curriculum and instruction with state standards.
- School Improvement Plan goals and actions are linked to targeted academic standards.
- The leader’s presentations to faculty on proficiency expectations include illustrations of what “rigor” and “culturally relevant” mean.
- Monitoring documents indicate frequent review of research-based instructional practices regarding alignment, rigor and cultural relevance.
- Results of monitoring on research-based instruction are used to increase alignment to standards, rigor, and cultural relevance.
- School’s financial documents reflect expenditures supporting standards-based instruction, rigor, and cultural relevance.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Faculty members routinely access or provide evidence of using content from www.floridastandards.org
- Faculty has and makes use of the list of standards associated with their course(s).
- Activities and assignments are aligned with standards applicable to the course and those connections are conveyed to students.
- Teachers can describe a school-wide “plan of action” that aligns curriculum and standards and provide examples of how they implement that plan in their courses.
- Teachers attest to the leader’s efforts to preserve instructional time for standards-based instruction.
- Teachers attest to the leader’s frequent monitoring of research-based instructional practices and application of those practices in pursuit of student progress on the course standards.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective
[ ] Effective
[ ] Needs Improvement
[ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

Reflection Questions for Indicator 3.2

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What procedures might you establish to increase your ability to help your colleagues lead the implementation of the district’s curriculum to provide instruction that is standards-based, rigorous, and culturally</td>
<td>In what ways can you offer professional learning for individual and collegial groups within the school or district that illustrate how to provide rigor and cultural relevance when delivering instruction on the</td>
<td>What might be 2-3 key leadership strategies that would help you to systematically act on the belief that all students can learn at high levels?</td>
<td>Where do you go to find out what standards are to be addressed in each course? How might you open up opportunities for all students to meet high expectations through</td>
</tr>
</tbody>
</table>

Flagler County Public Schools
2015-2016 Administrator Evaluation System
### Indicator 3.3 – Learning Goals Alignments

The leader implements recurring monitoring and feedback processes to ensure that priority learning goals established for students are based on the state’s adopted student academic standards as defined in state course descriptions, presented in student accessible forms, and accompanied by scales or rubric to guide tracking progress toward student mastery.

Narrative: “Learning goals” is a high-effect size strategy that uses scales or progressive levels to monitor student growth on the way to mastery of a state academic standard. Learning goals typically take 2-9 weeks of student time to master so are more comprehensive than daily objectives. The essential issue is that the teacher creates “scales” or levels of progress toward mastery of the learning goal. Teacher and students use those scales to track progress toward mastery of the goal(s). This indicator addresses the leader’s proficiency at monitoring and providing feedback on teacher and student use of priority learning goals with scales. The leader is expected to go beyond low levels of monitoring that address whether goals and attends to the levels of student understanding and engagement with the learning goals. Do the students pursue those goals? Do they track their own progress? Is celebrations of success on learning goals focused on how success was achieved more than that is was obtained?

Note: Beginning in the 2012-13 school year, professional learning about learning goals and sample learning goals may be explored at [www.floridastandards.org](http://www.floridastandards.org), [www.floridaschoolleaders.org](http://www.floridaschoolleaders.org), and [www.startwithsuccess.org](http://www.startwithsuccess.org).

**Rating Rubric**

<table>
<thead>
<tr>
<th>Highly Effective: Leader's actions or impact of leader's actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring leadership involvement in the improvement in quality of daily classroom practice is evident and is focused on student progress on priority learning goals. Routine and recurring practices are evident that support celebration of student success in accomplishing priority learning.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective: Leader's actions or impact of leader's actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearly stated learning goals accompanied by a scale or rubric that describes measurable levels of performance, aligned to the state’s adopted student academic standards, is an instructional strategy in routine use in courses school wide. Standards-based instruction is an evident priority in the school.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Needs Improvement: Leader's actions or impact of leader's actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific and measurable learning goals with progress scales, aligned to the state’s adopted student academic standards in the course description, are in use in some but not most of the courses. Learning goals are posted/provided in some classes are not current, do not relate to.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsatisfactory: Leader's actions or impact of leader's actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearly stated priority learning goals accompanied by a scale or rubric that describes levels of performance relative to the learning goal are not systematically provided across the curriculum to guide student learning, or learning goals, where provided, are not aligned to state standards in the course.</td>
</tr>
</tbody>
</table>
goals and such celebrations focus on how the success was obtained.

The leader routinely shares examples of effective learning goals that are associated with improved student achievement.

Other leaders credit this leader with sharing ideas, coaching, and providing technical assistance to implement successful use of learning goals in standards-based instruction.

and student results on incremental measures of success, like progress on learning goals, are routinely monitored and acknowledged.

The formats or templates used to express learning goals and scales are adapted to support the complexity of the expectations and the learning needs of the students.

Clearly stated learning goals aligned to state or district initiatives in support of student reading skills are in use school wide.

the students current assignments and/or activities, or are not recognized by the students as priorities for their own effort.

Learning goals tend to be expressed at levels of text complexity not accessible by the targeted students and/or at levels of complexity too simplified to promote mastery of the associated standards.

Processes that enable students and teachers to track progress toward mastery of priority learning goals are not widely implemented throughout the school.

description.

The leader engages in minimal to non-existent monitoring and feedback practices on the quality and timeliness of information provided to students on what they are expected to know and be able to do (i.e. no alignment of learning goals with state standards for the course).

There are minimal or no leadership practices to monitor faculty practices on tracking student progress on priority learning goals.

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Agendas, meeting minutes, and memoranda to the faculty make evident a focus on importance of learning goals with scales to engage students in focusing on what they are to understand and be able to do.
- The leader’s practices on teacher observation and feedback routinely address learning goals and tracking student progress.
- The leader provides coaching or other assistance to teachers struggling with use of the learning goals strategy.
- Procedures are in place to monitor and promote faculty collegial discussion on the implementation levels of learning goals to promote alignment with the implementation level of the associated state standards.
- Leader’s communications to students provide evidence of support of students making progress on learning goals.
- Progress monitoring of adult and student performance on targeted priority learning goals is documented, charted, and posted in high traffic areas of the school.
- Evidence of the leader’s intervention(s) with teachers who do not provide learning goals that increase students’ opportunities for success.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Clearly stated learning goals accompanied by a scale or rubric that describes levels of performance relative to the learning goal are posted or easily assessable to students.
- Teams or departments meet regularly to discuss the quality of learning goals with scales being employed and adapt them based on student success rates.
- Teacher lesson plans provide evidence of the connection of planned activities and assignments to learning goals.
- Teacher documents prepared for parent information make clear the targeted learning goals for the students.
- Students are able to express their learning goals during walkthroughs or classroom observations.
- Students are able to explain the relationship between current activities and assignments and priority learning goals.
- Lesson study groups and other collegial learning teams routinely discuss learning goals and scales for progression.
- Methods of both teachers and students tracking student progress toward learning goals are evident.
- Celebrations of student success include reflections by teachers and students on the reasons for the success.
- Teachers can identify the learning goals that result in the high levels of student learning.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:
Reflection Questions for Indicator 3.3

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What specific strategies have you employed to measure improvements in teaching and innovations in use of learning goals and how can you use such measures as predictors of improved student achievement?</td>
<td>What system supports are in place to ensure that the best ideas and thinking on learning goals are shared with colleagues and are a priority of collegial professional learning?</td>
<td>To what extent do learning goals presented to the students reflect a clear relationship between the course standards and the assignments and activities students are given?</td>
<td>What have I done to deepen my understanding of the connection between the instructional strategies of learning goals and tracking student progress?</td>
</tr>
</tbody>
</table>

Indicator 3.4 – Curriculum Alignments: Systemic processes are implemented to ensure alignment of curriculum resources with state standards for the courses taught.

Narrative: Academic standards are determined at the state level and the curriculum used to enable students to master those standards is determined at the district and school level. Curriculum must be aligned with the standards if it is to support standards-based instruction. Curriculum resources may or may not be fully aligned with the standards assigned to a specific course. The learning needs of students in specific classes may require additional or adapted curriculum materials to address issues of rigor, cultural relevance, or support for needed learning goals. School leaders maintain processes to monitor the appropriateness and alignment of curriculum to standards and intervene to make adjustments as needed to enable students to access curriculum that supports the standards.

Note: Where gaps or misalignments are noted by the processes addressed in this indicator, the leader’s actions relevant to Indicator 8.2 (Strategic Instructional Resourcing) should be addressed.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective: Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</th>
<th>Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</th>
<th>Needs Improvement: Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</th>
<th>Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The leader routinely engages faculty in processes to improve the quality of curriculum resources in regard to their alignment with standards and impact on student achievement and supports replacing resources as more effective ones are available. The leader is proactive in engaging other school leaders in sharing feedback on identification and effective use of curriculum resources that are associated with improved student achievement. Parents and community members credit this leader with sharing ideas or curriculum</td>
<td>Specific and recurring procedures are in place to monitor the quality of alignment between curriculum resources and standards. Procedures under the control of the leader for acquiring new curriculum resources include assessment of alignment with standards. Curriculum resources aligned to state standards by resource publishers/developers are used school wide to focus instruction on state standards, and state, district, or school supplementary materials are routinely used that</td>
<td>Processes to monitor alignment of curriculum resources with standards in the course descriptions are untimely or not comprehensive across the curriculum. Efforts to align curriculum with standards are emerging but have not yet resulted in improved student achievement. Curriculum resources aligned to state standards by text publishers/developers are used school wide to focus instruction on state standards, but there is no to minimal use of state, district, or school supplementary materials that identify and fill gaps, and align instruction with</td>
<td>There are no or minimal processes managed by the leader to verify that curriculum resources are aligned with the standards in the course descriptions.</td>
</tr>
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</table>
supports that enable home and community to support student mastery of priority standards.

| Identify and fill gaps, and align instruction with the implementation level of the standards. | the implementation level of the standards. |

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Curriculum is presented to faculty and students as the content reflected in course descriptions rather than the content in a textbook.
- School procedures for acquisition of instructional materials include assessment of their usefulness in helping students’ master state standards and include processes to address gaps or misalignments.
- Course descriptions play a larger role in focusing course content than do test item specification documents.
- Agendas, meeting minutes, and memoranda to the faculty make evident a focus on importance of curriculum being a vehicle for enabling students to master standards in the course description.
- Media center acquisitions reflect a systematic effort to build curriculum supports that support student mastery of content standards at various levels of implementation.
- NGSSS and Common Core standards are routinely used to frame discussions on the quality and sufficiency of curriculum support materials.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers can describe the strengths and weaknesses of primary texts in regard to alignment with standards in the state course description.
- Students are able to characterize text books and other school provided resources tools as aids in student mastery of course standards.
- Pacing guides focus assignments and activities planned for students on learning goals and state standards rather than coverage of chapters in a text.
- Documents can be presented that inform of the alignment between curriculum resources and standards for the course.
- Teachers can identify supplementary material used to deepen student mastery of standards.
- Parent feedback/questionnaire results indicate recognition that the school is focused on standards-based instruction rather than covering topics or chapters.
- Student feedback/questionnaire results indicate recognition that the curriculum is focused on what students are to understand and be able to do.
- Results on student growth measures show steady improvements in student learning.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[] Highly Effective  [] Effective  [] Needs Improvement  [] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

Reflection Questions for Indicator 3.4

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What system is in place to ensure that your best ideas and thinking on using curriculum to enable students to master standards are shared with colleagues, particularly when there is evidence at your school of improved student achievement?</td>
<td>What specific school improvement strategies have you employed to measure improvements in teaching and innovations in curriculum that serve as predictors of improved student achievement?</td>
<td>How can you monitor whether the activities and assignments student get that involve use of curriculum resources are aligned with learning goals and standards?</td>
<td>Do you know which standards are addressed in your curriculum?</td>
</tr>
</tbody>
</table>
### Indicator 3.5 – Quality Assessments: The leader ensures the appropriate use of high quality formative and interim assessments aligned with the adopted standards and curricula.

Narrative: How do we know what our students already know, what they need to know, and how they are doing as we move forward with instruction? The school leader needs “assessment literacy” to address these questions. Where indicator 1.2 addresses the leader’s proficiency in use of student performance data, this indicator focuses on actions taken at the school site to generate interim assessment data and make sure faculty use formative assessment practices to monitor and adjust instruction. Assessment of student progress toward academic standards is an important aspect of tracking student progress. Leaders need to make use of data on interim and formative assessments to guide goal setting and progress monitoring. They need to provide teachers access to quality assessments and promote teacher use of formative assessments as a routine strategy. The leader needs on-going assessment data to inform a variety of decisions regarding such issues as resource allocations, student and teacher schedules, professional learning impacts, and adjustments in plans.

### Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>The leader uses a variety of creative ways to provide professional learning for individual and collegial groups within the district focused on applying the knowledge and skills of assessment literacy, data analysis, and the use of state, district, school, and classroom assessment data to improve student achievement. Formative assessments are part of the school culture and interim assessment data is routinely used to review and adapt plans and priorities.</td>
<td>The leader systematically seeks, synthesizes, and applies knowledge and skills of assessment literacy and data analysis. The leader routinely shares knowledge with staff to increase students’ achievement. Formative assessment practices are employed routinely as part of the instructional program. The leader uses state, district, school, and classroom assessment data to make specific and observable changes in teaching, curriculum, and leadership decisions. These specific and observable changes result in increased achievement for students.</td>
<td>The leader haphazardly applies rudimentary knowledge and skills of assessment literacy and is unsure of how to build knowledge and develop skills of assessment literacy and data analysis. The leader inconsistently shares knowledge with staff to increase student achievement. There is inconsistency in how assessment data are used to change schedules, instruction, curriculum, or leadership. There is rudimentary use of assessment data from state, district, school, and classroom.</td>
<td>The leader has little knowledge and/or skills of assessment literacy and data analysis. There is little or no evidence of interaction with staff concerning assessments. The leader is indifferent to data and does not use data to change schedules, instruction, curriculum or leadership. Student achievement remains unchanged or declines. The leader does not use assessment data from state, district, school, and classroom.</td>
</tr>
</tbody>
</table>

### Leadership Evidence

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Documents for faculty use that set clear expectations for the use of formative assessments to monitor student progress on mastering course standards
- Samples of written feedback provided to teachers regarding effective assessment practices
- Collaborative work systems’ (e.g., data teams, professional learning communities) agendas and minutes reflect recurring engagements with interim and formative assessment data
- Faculty meeting agendas and minutes reflect attention to formative and interim assessment processes.

### Impact Evidence

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers can describe interactions with the leader where effective assessment practices are promoted.
- Teachers’ assessments are focused on student progress on the standards of the course.
- Teachers attest to the leader’s efforts to apply knowledge and skills of effective assessment practices.
- Teachers can provide assessments that are directly aligned with course standard.
- Teachers attest to the leader’s frequent monitoring of assessment practices.
- Classroom walkthrough data reveals routine use of formative assessment practices in the classrooms.
- Assessment rubrics are being used by the school.
- Other leadership evidence of proficiency on this indicator.
- Student folders and progress tracking records reflect use of formative data.
- Documents are in use that informs teachers of the alignment between standards and assessments.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
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Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

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Reflection Questions for Indicator 3.5

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</tr>
</thead>
<tbody>
<tr>
<td>How might you engage other school leaders in sharing quality examples of formative assessment and use of interim assessment data?</td>
<td>How might you engage teacher leaders in sharing quality examples of formative assessment practices with other faculty?</td>
<td>How are you systematically seeking, synthesizing, and applying knowledge and skills of assessment literacy and data analysis? In what ways are you sharing your knowledge with staff to increase all students’ achievement?</td>
<td>How are you expanding your knowledge and/or skills of assessment literacy and data analysis?</td>
</tr>
<tr>
<td>What procedures might you establish to increase your ability to help your colleagues provide professional learning for individual and collegial groups within the district focused on applying the knowledge and skills of assessment literacy, data analysis, and the use of state, district, school, and classroom assessment data to improve student achievement?</td>
<td>How can you provide ongoing professional learning for individual and collegial groups within the district focused on applying the knowledge and skills of assessment literacy, data analysis, and the use of state, district, school, and classroom assessment data to improve student achievement?</td>
<td>In what ways are you using state, district, school, and classroom assessment data to make specific and observable changes in teaching, curriculum, and leadership decisions to increase student achievement?</td>
<td>What strategies have you considered that would increase your interaction with staff concerning assessments?</td>
</tr>
</tbody>
</table>
| How are you using your knowledge and skills of assessment literacy to change schedules, instruction, and curriculum or leadership practices to increase student achievement? | }
Indicator 3.6 – Faculty Effectiveness: The leader monitors the effectiveness of classroom teachers and uses contemporary research and the district's instructional evaluation system criteria and procedures to improve student achievement and faculty proficiency on the FEAPs.

Narrative: School leaders are responsible for monitoring the effectiveness of classroom teachers. This indicator addresses the proficiency and focus of the leader’s monitoring processes to maintain awareness of faculty effectiveness and the use of monitoring data to improve student and faculty performance. The focus here is on monitoring teacher use of strategies supported by contemporary research, teacher proficiency on issues contained in the district’s teacher evaluation system, what teachers do to improve student achievement, and faculty proficiency on the FEAPs.

Note: Indicator 3.1 is focused on the leader’s grasp of the FEAPs whereas this indicator focuses on monitoring the faculties’ grasp of the FEAPs. Indicator 4.2 is focused on the leader’s use of monitoring data to provide timely feedback.

Rubric

<table>
<thead>
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<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
<tr>
<td>The leader’s monitoring process generates a shared vision with the faculty of high expectations for faculty proficiency in the FEAPs, research-based instructional strategies, and the indicators in the teacher evaluation system.</td>
<td>The leader’s effectiveness monitoring process provides the leader and leadership team with a realistic overview of the current reality of faculty effectiveness on the FEAPs, the indicators in the teacher evaluation system, and research-based instructional strategies.</td>
<td>The district teacher evaluation system is being implemented but the process is focused on procedural compliance rather than improving faculty proficiency on instructional strategies that impact student achievement.</td>
<td>Monitoring does not comply with the minimum requirements of the district teacher evaluation system.</td>
</tr>
<tr>
<td>The leader shares productive monitoring methods with other school leaders to support district wide improvements.</td>
<td>The leader’s monitoring practices are consistently implemented in a supportive and constructive manner.</td>
<td>The manner in which monitoring is conducted is not generally perceived by faculty as supportive of their professional improvement.</td>
<td>Monitoring is not focused on teacher proficiency in research-based strategies and the FEAPs.</td>
</tr>
</tbody>
</table>

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Schedules for classroom observation document monitoring of faculty.
- Records or notes indicate the frequency of formal and informal observations.
- Data from classroom walkthroughs is focused on high-effect size strategies and other FEAPs implementation.
- Notes and memorandum from follow-up conferences regarding feedback on formal or informal observations reflect attention to FEAPs issues and research-based practices.
- Agendas for meetings address faculty proficiency issues arising from the monitoring process.
- The leader meets with teachers to provide feedback on their growth in proficiency on instructional strategies.
- Leadership team agendas or memoranda focused on issues arising from monitoring.
- Principal’s resource allocation actions are adjusted based on monitoring data.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- The teachers document that the leader initiated professional development focused on issues arising from faculty effectiveness monitoring.
- Teacher-leader meeting agendas or memoranda reflect follow-up actions based on feedback from leadership monitoring on FEAPs, teacher evaluation indicators, or research-based strategies.
- Lesson study, PLC, or teacher team work is initiated to address issues arising from monitoring process.
- Teachers can describe the high-effect size instructional strategies employed across the grades and curriculum and how they are adapted in the teacher's classroom to meet student needs.
- Data and feedback from school leader(s) generated from walkthroughs and observations are used by teachers to revise instructional practices.
- Other impact evidence of proficiency on this indicator.
• Other leadership evidence of proficiency on this indicator.

**Scale Levels:** (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective  
- [ ] Effective  
- [ ] Needs Improvement  
- [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

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**Reflection Questions for Indicator 3.6**

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</thead>
<tbody>
<tr>
<td>How do you convey to highly effective teachers specific feedback that would move them toward even higher levels of proficiency?</td>
<td>How do you improve your conferencing skills so your feedback to teachers is both specific enough to be helpful and perceived as support rather than negative criticism?</td>
<td>How do you restructure your use of time so that you spend enough time on monitoring the proficiency of instructional practices and giving feedback to be an effective support for the faculty?</td>
<td>How do you improve your own grasp of what the FEAPs require so that your monitoring has a useful focus?</td>
</tr>
<tr>
<td>How do you engage highly effective teachers in sharing a vision of high quality teaching with their colleagues so that there is no plateau of “good enough”?</td>
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</tbody>
</table>
Proficiency Area 4: Faculty Development: Effective school leaders recruit, retain, and develop an effective and diverse faculty and staff; focus on evidence, research, and classroom realities faced by teachers; link professional practice with student achievement to demonstrate the cause and effect relationship; facilitate effective professional development; monitor implementation of critical initiatives; and provide timely feedback to teachers so that feedback can be used to increase teacher professional practice.

Narrative: This proficiency area is aligned with FPLS standard 4. It moves the focus from “what is the current reality” of faculty proficiency to continuous progress toward what the faculty can achieve with effort and focus.

Indicator 4.1 – Recruitment and Retention: The leader employs a faculty with the instructional proficiencies needed for the school population served.

Narrative: The focus of this indicator is on the leader’s actions to staff the school with the best faculty possible for the needs of the school population. It addresses actions taken to anticipate staffing needs, seek out quality applicants, and efforts to retain quality staff once on the faculty.

Rating Rubric

<table>
<thead>
<tr>
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<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
<tr>
<td>The leader tracks the success of her or his recruitment and hiring strategies, learns from past experience, and revisits the process annually to continually improve the process. The leader engages in a variety of traditional and non-traditional recruitment strategies and then prioritizes based on where they find their most effective teachers. Effective recruiting and hiring practices are frequently shared with other administrators and colleagues throughout the system.</td>
<td>The leader works collaboratively with the staff in the human resources office to define the ideal teacher based upon the school population served. The leader is sensitive to the various legal guidelines about the kind of data that can be sought in interviews. A hiring selection tool that helps interviewers focus on key instructional proficiencies that are aligned with the teacher evaluation criteria is developed and effectively utilized.</td>
<td>The leader relies on the district office to post notices of vacancies and identify potential applicants. Efforts to identify replacements tend to be slow and come after other schools have made selections. Interview processes are disorganized, not focused on the schools needs, and do not improve from year to year.</td>
<td>The leader approaches the recruitment and hiring process from a reactive rather than a proactive standpoint. Consequently, the process may not be well thought out, is disjointed, and not aligned with key success criteria embedded within the teacher evaluation documents essential to organizational success. No coherent plan or process is employed to encourage quality staff to remain on the faculty.</td>
</tr>
</tbody>
</table>

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- The leader maintains an updated assessment of the

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers can describe a hiring process that incorporates a
instructional capacities needed to improve faculty effectiveness and uses that assessment in filling vacancies.
- Samples of hiring documents (e.g., posting notices, interview questions with look/listen fors) that identify highly desirable instructional proficiencies needed in teacher applicants.
- Documentation that the recruitment and select process is subjected to an in-depth review and evaluation for continuous improvement purposes.
- The leader has an established record of retaining effective and highly effective teachers on the staff.
- The leader has a systematic process for selecting new hires and reviews that process for its impact on faculty effectiveness.
- Programs for new and transfer teachers that promote adjustment to the school culture and instructional responsibilities is provided.
- Evidence that the leader has shared successful hiring practices with other administrators and colleagues within the district.
- Other leadership evidence of proficiency on this indicator.

Specific focus on essential instructional proficiencies needed for the school population served.
- Teachers confirm that a critical part of the hiring process includes an evaluation of the effectiveness of the process.
- Teacher leaders are involved in monitoring staffing needs and providing input to the leader.
- Teachers new to the school can describe effective induction processes that had a positive impact on their adjustment to the school.
- Teacher leaders (e.g. department heads, team leaders) can describe the instructional capacities needed in finding candidates to fill vacancies on the faculty.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
- [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

Reflection Questions for Indicator 4.1

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<thead>
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<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What can be done to encourage quality teachers to stay with your school and quality applicants to seek to join the faculty?</td>
<td>What connections do you have to reach potential applicants other than the district personnel office?</td>
<td>Have you gathered data about why teachers choose to leave your faculty?</td>
<td>At what point in the school year do you check on staff retention and estimate future staffing needs?</td>
</tr>
<tr>
<td>What strategies have you employed to meet the learning needs of your faculty, from novice to veteran to expert?</td>
<td></td>
<td>What are professional learning opportunities linked to individual faculty needs?</td>
<td></td>
</tr>
</tbody>
</table>
Indicator 4.2 – Feedback Practices: The leader monitors, evaluates proficiency, and provides timely and actionable feedback to faculty on the effectiveness of instruction on priority instructional goals and the cause and effect relationships between professional practice and student achievement on those goals.

Narrative: Where indicator 3.6 focuses on monitoring to maintain awareness of faculty effectiveness, this indicator focuses on the use of the monitoring process to provide quality and timely feedback to teachers. The feedback processes need to deepen teacher understanding of the impact of their practices on student learning.

Rating Rubric

<table>
<thead>
<tr>
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<th>Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</th>
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</thead>
<tbody>
<tr>
<td>The leader uses a variety of creative ways to provide positive and corrective feedback. The entire organization reflects the leader’s focus on accurate, timely, and specific recognition of proficiency and improvement in proficiency. The focus and specificity of feedback creates a clear vision of what the priority instructional goals are for the school and the cause and effective relationship between practice and student achievement on those priority goals. The leader balances individual recognition with team and organization-wide recognition.</td>
<td>The leader provides formal feedback consistent with the district personnel policies, and provides informal feedback to reinforce proficient performance and highlight the strengths of colleagues and staff. The leader has effectively implemented a system for collecting feedback from teachers as to what they know, what they understand, where they make errors, and when they have misconceptions about use of instructional practices. Corrective and positive feedback is linked to organizational goals and both the leader and employees can cite examples of where feedback is used to improve individual and organizational performance.</td>
<td>The leader adheres to the personnel policies in providing formal feedback, although the feedback is just beginning to provide details that improve teaching or organizational performance, or there are faculty to whom feedback is not timely or not focused on priority improvement needs. The leader tends to view feedback as a linear process; something they provide teachers rather than a collegial exchange of perspectives on proficiency.</td>
<td></td>
</tr>
<tr>
<td>Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td>Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Rubrics that distinguish among proficiency levels on evaluation indicators are used by the leader to focus feedback needed improvements in instructional practice. - Samples of written feedback provided teachers regarding prioritized instructional practices. - Documentation of an instructional monitoring schedule that supports frequent instructional monitoring by the school’s administrative staff. - The leader implements a schedule that results in frequent walkthroughs and observation of teaching and learning - School improvement plan reflects monitoring data analyses. - Evidence the leader has a system for securing feedback from</td>
<td>- Teachers can attest to regularly scheduled formal and informal observations. - Teachers report recognition as team members and as individuals. - Teachers describe feedback from the leader in terms of recognizing instructional strengths and suggestions to take their teaching to a new level. - Teachers report that leader uses a combination of classroom observation and teacher-self assessment data as part of the feedback. - Feedback to teachers, over the course of the year, is based on multiple sources of information (e.g. observations, walkthroughs,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• The leader’s use of time results in at least 2 work days a week spent on monitoring instructional issues (i.e. “watching the game”) and providing specific and actionable feedback on instructional practices.
• The leader provides feedback that describes ways to enhance performance and reach the next level of proficiency.
• Feedback reflects judgment on proficiency, not just a “yes-no” checklist approach.
• Other leadership evidence of proficiency on this indicator.

<table>
<thead>
<tr>
<th>Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Highly Effective</td>
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Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

Reflection Questions for Indicator 4.2

<table>
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<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How frequently do teachers recognize that your feedback is directly linked to improving both their personal performance and that of the school? What might you do to ensure that they see this important connection?</td>
<td>What are some examples of focused, constructive, and meaningful feedback that you provide to your staff? How does this support their learning?</td>
<td>In what ways do you currently recognize faculty in providing feedback and affirmation to them? To what extent do you acknowledge the efforts of teams, as well as that of individuals?</td>
<td>How can frequent, focused, and constructive feedback support teachers in improving their instructional practice?</td>
</tr>
</tbody>
</table>
Indicator 4.3 – High effect size strategies: Instructional personnel receive recurring feedback on their proficiency on high effect size strategies.

Narrative: Teaching is a complex process. The “right thing to do” varies with conditions in the classroom. However, teachers need proficiency on a core repertoire of high importance strategies. These are strategies all teachers are expected to be able to use effectively. This indicator is focused on the leader’s proficiency in focusing faculty attention on improvement of those “high effect size” strategies – those with higher probabilities of causing student growth when done correctly and in appropriate circumstances.

Note: Department lists of high-effect size strategies are posted at www.fldoe.org and www.floridaschoolleaders.org

Rating Rubric

<table>
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</tr>
<tr>
<td>The leader uses a variety of creative ways to provide positive and corrective feedback on the implementation of high effect size strategies. As a result, the correct and appropriate implementation of high effect size instructional strategies across the curriculum and grades is a routine part of the learning environment for all students. The entire organization reflects the leader’s focus on accurate, timely, and specific recognition of correct and appropriate implementation of high effect size strategies. The leader balances individual recognition on high effect size strategies with team and organization-wide recognition.</td>
<td>In addition to the formal feedback consistent with the district evaluation system indicators, the leader provides recurring informal feedback on high effect size strategies to reinforce proficient performance and highlight the strengths of colleagues and staff. The leader has effectively implemented a system for collecting feedback from teachers as to what they know, what they understand, where they make errors, and when they have misconceptions about use of high effect size strategies. Corrective and positive feedback on high effect size strategies is linked to organizational goals. Both the leader and employees can cite examples of where feedback on high effect size strategies is used to improve individual and organizational performance.</td>
<td>The leader adheres to the district evaluation system requirements for providing formal feedback on high effect size strategies, but the feedback is general rather than providing details that improve teaching or organizational performance related to high effect size strategies. The leader tends to view feedback as a linear process; something they provide teachers rather than two way communications where the leader also learns from the teachers’ expertise.</td>
<td>The leader is not aware of the high effect size strategies expected to be used in district schools or fails to communicate them to faculty. Feedback on high effect size strategies is rare, nonspecific, and not constructive.</td>
</tr>
</tbody>
</table>

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Professional learning supports on the high effective size strategies are readily available to faculty.
- Samples of written feedback provided teachers high effect size instructional strategies.
- Walkthrough and observation practices are designed to emphasize feedback on use of high effective size strategies.
- School improvement plan includes actions to improve proficiency in high effect size strategies.

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers can attest to regularly scheduled formal and informal observations with feedback on high effect strategies.
- Teachers report recognition as team members and as individuals for quality work on high effect strategies.
- Teachers describe feedback from the leader in terms of recognizing instructional strengths and suggestions to take their teaching to a new level.
- Teachers report that leader uses a combination of classroom
• Evidence the leader has a system for securing specific feedback from teachers on their implementation of high effect size strategies correctly and in appropriate circumstances.

• Documentation of an instructional monitoring schedule that supports frequent (every other week) instructional monitoring of high effect size strategies.

• The leader provides feedback that describes ways to enhance performance on high effect size strategies and reach the next level on same.

• The leader manages schedules that enable teachers to make observational rounds or view video examples of other teachers using the high effect size strategies.

• Other leadership evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

Reflection Questions for Indicator 4.3

<table>
<thead>
<tr>
<th>Reflection Questions</th>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How frequently do teachers recognize that your feedback is directly linked to improving both their personal performance on high effect size strategies and as well as the organizational performance?</td>
<td>What are some examples of focused, constructive, and meaningful feedback on high effect size strategies that you provide to your staff? How does this support their learning?</td>
<td>In what ways do you currently recognize faculty in providing feedback and affirmation to them on high effect size strategies? To what extent do you acknowledge the efforts of teams, as well as that of individuals?</td>
<td>How can frequent, focused, and constructive feedback support teachers in improving their instructional practice?</td>
<td></td>
</tr>
</tbody>
</table>
Indicator 4.4 - Instructional Initiatives: District supported state initiatives focused on student growth are supported by the leader with specific and observable actions including monitoring of implementation and measurement of progress toward initiative goals and professional learning to improve faculty capacity to implement the initiatives.

Narrative: The Department of Education and/or district-supported initiatives focused on improving student performance require school leader support to be successful at the school site. This indicator addresses the leader’s proficiency in supporting such initiatives. Indicator 4.4 also focuses on professional learning needed to implement priority initiatives.

Note: District and FLDOE websites provide support and information about priority initiatives.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective:</th>
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<th>Needs Improvement:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
</tbody>
</table>

All initiatives are implemented across the grades and subjects as appropriate with full fidelity to the components of each initiative. The leader monitors teachers’ implementation of the initiative, tracks the impact of the initiative on student growth, and shares effective practices and impacts with other school leaders.

Most of the district and state initiatives are implemented across the grades and subjects as appropriate with full fidelity to the components of each initiative. The leader is conversant with the impact the initiative is expected to have and monitors teacher and student implementation of the elements of the initiative.

Some initiatives are implemented across the some of the grades and subjects as appropriate with work in progress to implement the components of each initiative. The leader relies on teachers to implement the initiatives and is seldom involved in monitoring or providing feedback on the impact of the initiative’s implementation on student growth.

District and state supported initiatives are not supported by the leader with any specific plans, actions, feedback or monitoring.

The leader is unaware of what state and district initiatives are expected to be implemented at the school.

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- The initiatives being pursued are explicitly identified and access to supporting resources is provided.
- Leader’s agendas, memoranda, etc. reflect presentations to faculty on the targeted initiatives.
- A Multi-tiered System of Supports (MTSS) and Response to Intervention (RtI) is fully implemented and the leader monitors regularly to sustain implementation.
- The leader monitors practices in areas where subject specific strategies are expected and provides feedback on the effective use of such strategies (e.g. ESOL strategies)
- Reading Strategies from Just Read, Florida! are implemented.
- The leader can identify all of the initiatives in use and describe how progress is monitored for each.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Classroom teachers describe how they implement the various initiatives.
- Video exemplars that support implementing the initiatives are routinely used by faculty.
- Online resources and technology supports that deepened understanding of the initiatives are used by faculty.
- State or district web-based resources aligned with the initiatives are regularly accessed by faculty.
- Teachers have participated in professional development associated with the initiative and implemented the strategies learned.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective [ ] Effective [ ] Needs Improvement [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):
Reflection Questions for Indicator 4.4

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do you engage your faculty in communities of practice where practices related to the initiatives are shared with faculty in other schools or districts?</td>
<td>How do you use monitoring of these initiatives to identify faculty professional development needs that, if addressed, would improve the quality of implementation?</td>
<td>How do you communicate with district and state resources to learn more about what these initiatives can contribute to my school?</td>
<td>How do you find out what initiatives should be implemented?</td>
</tr>
</tbody>
</table>
**Indicator 4.5 – Facilitating and Leading Professional Learning:** The leader manages the organization, operations, and facilities to provide the faculty with quality resources and time for professional learning and promotes, participates in, and engages faculty in effective individual and collaborative learning on priority professional goals throughout the school year.

Narrative: Indicator 4.5 is focused on what the leader does to engage faculty in meaningful professional learning (which includes being involved in what the faculty is learning). Professional learning on-the-job is an essential aspect of effective schools. School leaders who manage the school in ways that support both individual and collegial professional learning get better outcomes than those who do not. The leader's personal participation in professional learning plays a major role in making professional learning efforts pay off. This indicator addresses the leader's role as a leader in professional development.

**Rating Rubric**

<table>
<thead>
<tr>
<th>Highly Effective</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Leader's actions or impact of leader's actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</strong></td>
<td><strong>Leader's actions or impact of leader's actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</strong></td>
<td><strong>Leader's actions or impact of leader's actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</strong></td>
<td><strong>Leader's actions or impact of leader's actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</strong></td>
</tr>
<tr>
<td>The leader uses a variety of creative ways to provide professional learning for individual and collegial groups focused on deepening subject matter knowledge and proficiency at high effect size strategies.</td>
<td>The leader provides recurring opportunities for professional learning for individual and collegial groups focused on issues directly related to faculty proficiency at high effect size strategies and student learning needs.</td>
<td>Less than a majority of the faculty can verify participation in professional learning focused on student needs or faculty proficiency at high effect size strategies.</td>
<td>Focused professional development on priority learning needs is not operational.</td>
</tr>
<tr>
<td>The leader is personally involved in the learning activities of the faculty in ways that both show support and deepen understanding of what to monitor.</td>
<td>The leader removes barriers to time for professional learning and provides needed resources as a priority. Participation in specific professional learning that target improved instruction and student learning is recognized by the faculty as a school priority.</td>
<td>Time for professional learning is provided but is not a consistent priority. Minimal effort expended to assess the impact of professional learning on instructional proficiency.</td>
<td>Few faculty members have opportunities to engage in collegial professional development processes on the campus.</td>
</tr>
<tr>
<td>The entire organization reflects the leader's focus on accurate, timely, and specific professional learning that targets improved instruction and student learning on the standards in the course descriptions. Leadership monitoring of professional learning is focused on the impact of instructional proficiency on student learning.</td>
<td>Leadership monitoring of professional learning is focused on the impact of instructional proficiency on student learning.</td>
<td>Leadership monitoring of professional learning is focused primarily participation with minimal attention given to the impact of instructional proficiency on student learning.</td>
<td>Individual professional learning is not monitored and is not connected to the school improvement plan or student learning needs.</td>
</tr>
</tbody>
</table>

**Leadership Evidence** of proficiency on this indicator may be seen in the leader's behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Documents generated by or at the direction of the leader establish a clear pattern of attention to individual professional development.
- Documents generated by or at the direction of the leader establish a clear pattern of attention to collegial professional development.

**Impact Evidence** of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Faculty members describe an organizational climate supportive of professional learning and can provide examples of personal involvement.
- Minutes and/or summary records of lesson study teams, book study groups, and/or PLCs provide evidence that these collegial opportunities are active on the campus.
• Schedules provide evidence of recurring time allocated for professional learning.
• Technology is used to provide easy and recurring access to professional learning.
• Budget records verify resources allocated to support prioritized professional learning.
• Documents generated provide evidence that administrators are monitoring faculty participation in professional learning.
• Other leadership evidence of proficiency on this indicator.

• Agendas, documents, or anecdotal records of teams and/or department meetings reflect recurring engagement in professional learning.
• Information on the availability of professional learning is easily accessible for faculty.
• Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective   [ ] Effective   [ ] Needs Improvement   [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

Reflection Questions for Indicator 4.5

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What strategies have you implemented so that you spread your learning about providing professional learning for individual and collegial groups within your school to your colleagues across the school system?</td>
<td>What might be some creative ways to provide professional learning for individual and collegial groups focused on deepening subject matter knowledge and proficiency at high effect size strategies?</td>
<td>As you think about your leadership in providing professional learning, what are key strategies for you to consider that would help you provide recurring opportunities for professional learning for individual and collegial groups focused on issues directly related to faculty proficiency at high effect size strategies and student learning needs?</td>
<td>How would you describe your efforts to make certain that your professional learning is focused on student needs or faculty proficiency at high effect size strategies?</td>
</tr>
</tbody>
</table>
Indicator 4.6 – Faculty Development Alignments: The leader implements professional learning processes that enable faculty to deliver culturally relevant and differentiated instruction by:

- generating a focus on student and professional learning in the school that is clearly linked to the system-wide objectives and the school improvement plan,
- identifying faculty instructional proficiency needs (including standards-based content, research-based pedagogy, data analysis for instructional planning and improvement),
- aligning faculty development practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals,
- and using instructional technology as a learning tool for students and faculty.

Narrative: Faculty development has many aspects. This indicator addresses the leader's proficiency at developing faculty capacity to implement culturally relevant differentiated instruction by aligning the various faculty developments processes and practices with certain key issues (Standards-based content, research-based methods, data for planning, etc. as specified in the text of the standard.)

Rating Rubric

<table>
<thead>
<tr>
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<tr>
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</tbody>
</table>

- The leader has demonstrated a record of differentiated professional learning for faculty based on student needs.
- The leader has developed a system of job-embedded professional learning that differentiates training and implementation of instructional priorities based on teacher needs, which help retain proficient and highly exemplary staff.
- The leader routinely shares professional learning opportunities with other schools, departments, districts, and organizations.
- Professional learning includes a plan for the implementation of the prioritized instructional needs (e.g., research-based instruction, data analysis, instructional technology, culturally relevant) aligned to school improvement plan and some effort has been made to differentiate (coaching, mentoring, collaborative teams, coaching) and embed professional development to meet the needs of all faculty members. The leader is able to use data from evaluation of instructional personnel to assess proficiencies and identify priority needs to support and retain proficient and exemplary faculty members.
- The leader attempts to implement all of the priority instructional needs without a plan for doing so.
- The leader is aware of the differentiated needs of faculty and staff members, but professional development is only embedded in faculty meetings at this time, rather than incorporating the use of collaboration, study teams, etc. in order to meet the unique needs of staff.
- Professional learning is typically "one size fits all," and there is little or no evidence of recognition of individual faculty needs or matching of faculty needs to student achievement needs. Consequently, retaining proficient and exemplary staff is problematic.

Leadership Evidence of proficiency on this indicator may be seen in the leader's behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Documentation that professional learning is determined on the basis of student achievement and teacher competency data.
- Evidence that professional learning includes culturally relevant instructional practices.
- Faculty meetings focus on professional learning related to the schools instructional priorities.
- The leader examines data on teacher proficiencies and

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Staff describes ways that professional learning is culturally relevant to the population served and differentiated to meet their unique instructional needs.
- Lesson study groups and PLCs have explicitly stated goals and a focus for their collegial learning.
- Teachers can articulate a process that helps them develop individualized learning plans.
identifies needs that are subsequently addressed by professional learning.

- Technology resources are provided to maximize faculty access to online learning and sharing video exemplars for quality instructional practices.
- Individualized professional development plans approved by the principal are clearly aligned with school improvement priorities.
- Meeting agendas and memorandum to faculty provide evidence of on-going monitoring of the implementation of critical initiatives (e.g., data analysis, text complexity), standards-based instructional program, multi-tiered system of supports, and differentiated instruction.
- The leader’s documents and agendas provide evidence of guiding faculty toward deeper understanding of the cultures of students in the school and how instruction is adapted to improve student engagement in learning.
- Faculty requests for professional learning are filtered to ensure that they relate to identified needs within the school improvement plan.
- Teachers can identify their learning needs as they relate to student learning needs.
- Faculty can demonstrate their use of course descriptions as the source of learning goals and objectives.
- Faculty can provide evidence of culturally relevant and differentiated instruction.
- Other leadership evidence of proficiency on this indicator.

Other leadership evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective [ ] Effective [ ] Needs Improvement [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

Reflection Questions for Indicator 4.6

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What procedures have you established to increase professional knowledge opportunities for colleagues across the school system?</td>
<td>What system do you use to prioritize learning needs and empower faculty to create individual learning plans?</td>
<td>What strategies have you employed to meet the learning needs of your faculty, from novice to veteran to expert?</td>
<td>In what ways are professional learning opportunities linked to individual faculty needs?</td>
</tr>
</tbody>
</table>
Indicator 4.7 – Actual Improvement: The leader improves the percentage of effective and highly effective teachers on the faculty.

Narrative: An indicator required by 1012.34 F.S., the focus is on whether the accumulated impact of the leader’s actions result in positive trend lines on teacher effectiveness. Evidence gathered from proficiency area #3 provide a base line that, along with teacher rating in the district’s teacher evaluation system and student growth measures, enable assessment of whether actual improvement in teacher’s proficiency is occurring.

Rating Rubric

<table>
<thead>
<tr>
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</tbody>
</table>

The percentage of teachers rated effective or highly effective increases while the percentage rated needs improvement for two consecutive years declines.

Student growth measure and instructional practice ratings are in substantial agreement for at least 75 percent of the faculty.

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Documents generated by or at the direction of the leader establish that the leader tracks the progress of faculty members on student growth measures and identifies those making demonstrable progress.
- Documents generated by or at the direction of the leader establish that the leader tracks the progress of faculty members on high effect size strategies and identifies those making demonstrable progress.
- Documents generated by or at the direction of the leader establish that the leader tracks the progress of faculty members rated as needs improvement or unsatisfactory and can identify specific areas of improvement.
- The leader tracks student growth data and teacher assessment data aligned to learning goals to track actual improvement in teacher performance and maintains records of the percentage of staff showing growth over time.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- The percentage of teachers rated highly effective increases.
- The percentage of teachers rated effective increases.
- The percentage of teachers previously rated as needing improvement (developing) or unsatisfactory decreases.
- The percentage of teachers ranking at or above the district average on student growth measures increases.
- The percentage of teachers with highly effective rating on high effect size instructional strategies increases.
- Lesson studies produce revised lessons with improved student outcomes.
- Tracking of learning goals produces data and trend lines showing improvement in teacher effectiveness.
- State and district tests show improved student performance.
- VAM scores in teacher assessment show improvement and trend lines show improvement in percentage of results based on VAM scores.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:
### Reflection Questions for Indicator 4.7

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<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How well aligned are your assessments of instructional practice with the results of student growth measures?</td>
<td>How would you describe your efforts to improve instruction? In what ways are you providing feedback on instructional practice that result in improved student learning for those teachers most in need of growth?</td>
<td>How would you describe your efforts to understand what instructional improvements are needed and then communicate that in useful ways? What information are you collecting to help you know what is or is not happening in the classrooms where teachers need improvement?</td>
<td>How are you making a difference in the quality of teaching in your school? What are some of the strategies you are employing that help you be aware of where the greatest problems are in terms of instructional proficiency?</td>
</tr>
<tr>
<td>In what ways are you assisting the better performing teachers to improve as much as you are assisting the lower performers?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Proficiency Area 5: Learning Environment: Effective school leaders structure and monitor a school learning environment that improves learning for all of Florida’s diverse student population.

Narrative: This proficiency area is aligned with FPLS standard 5. Much of what student’s experience in school is a result of decisions and actions by the adults in the school. Learning environments that are success oriented, student centered, treat diversity as an asset, and focus on eliminating achievement gaps support students preparation for fulfilling lives.

Indicator 5.1 – Student Centered: The leader maintains a safe, respectful and inclusive student-centered learning environment that is focused on equitable opportunities for learning and building a foundation for a fulfilling life in a democratic society and global economy by providing recurring monitoring and feedback on the quality of the learning environment and aligning learning environment practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals.

Narrative: School leaders who monitor what students experience by being enrolled in the leader’s school have better insights on how to make the system work than those who do not monitor impact of policies and practices on students. It is the leader’s responsibility to know whether student life is equitable, respectful, and supportive of engagement in learning.

Rating Rubric

<table>
<thead>
<tr>
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<th>Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The leader provides clear, convincing, and consistent evidence that they ensure the creation and maintenance of a learning environment conducive to successful teaching and learning for all and shares these practices with others throughout the district. Involves the school and community to collect data on curricular and extra-curricular student involvement to assure equal opportunity for student participation.</td>
<td>The leader provides limited evidence that they create a safe school either in planning or actions. Collects data on curricular and extra-curricular student involvement.</td>
<td>The leader provides little to no evidence that s/he make plans for a safe and respectful environment to ensure successful teaching and learning or addresses safety concerns as they arise. Does not collect data on curricular and extra-curricular student involvement.</td>
<td></td>
</tr>
</tbody>
</table>

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Documents that establish safe, respectful, and inclusive school-wide common expectations for students and staff.
- Agendas, meeting minutes, etc., show recurring attention to student needs.
- The leader’s documents reveal a pattern of examining student opportunities for achieving success.
- Leader has procedures for students to express needs and concerns direct to the leader.

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers can describe a specific policies, practices, and procedures that result in a safe, respectful, and inclusive student-centered learning environment.
- Student questionnaire results reflect satisfaction with school attention to student needs and interests.
- Counseling services and safe school programs (e.g. anti-bullying) are implemented.
- Tutorial processes are provided and easily accessible by...
- The leader provides programs and supports for student not making adequate progress.
- School policies, practices, procedures are designed to address student needs.
- Other leadership evidence of proficiency on this indicator.

- Teachers receive training on adapting instruction to student needs.
- Extended day or weekend programs focused on student academic needs are operational and monitored.
- Parent questionnaire results reflect satisfaction with schools attention to student needs and interests.
- Other impact evidence of proficiency on this indicator.

**Scale Levels:** (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

<table>
<thead>
<tr>
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</tr>
</thead>
</table>

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

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**Reflection Questions for Indicator 5.1**

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What practices have you engaged in to increase professional knowledge opportunities for colleagues across the school system regarding your efforts to ensure the creation and maintenance of a learning environment conducive to successful teaching and learning for all?</td>
<td>What evidence would you accept you were ensuring the creation and maintenance of a learning environment conducive to successful teaching and learning for all?</td>
<td>How would you describe your efforts to provide clear evidence that you create and maintain a learning environment that is generally conducive to ensure effective teaching and learning, although there may be some exceptions?</td>
<td>What strategies are you intentionally implementing to create and maintain a safe and respectful environment to ensure successful teaching and learning or addresses safety concerns as they arise?</td>
</tr>
</tbody>
</table>
Indicator 5.2 - Success Oriented: Initiates and supports continuous improvement processes and a multi-tiered system of supports focused on the students’ opportunities for success and well-being.

Narrative: The issues in 5.1 focus on monitoring how school policy and practice affect the quality of student lives. This indicator shifts focus from those broad issues to what happens at the school that creates opportunities for student success and students’ perceptions that school life is organized to do something good for them. School should be rigorous and demanding but also implemented in ways that create recurring opportunities for success.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader's actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Leader's actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</td>
<td>Leader's actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader's actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
<tr>
<td>Through all grades and subjects a multi-tiered system of supports is operational providing core universal supports (research-based, high-quality, general education instruction and support; screening and benchmark assessments for all students, and continuous data collection continues to inform instruction). Where student are not successful on core instruction, problem solving is employed to identify and implement targeted supplemental supports (data based interventions and progress monitoring). Where targeted supplemental supports are not successful, intensive individual supports are employed based on individual student needs. Skillful problem solving to ensure staff have adequate time and support, and effectively monitoring teacher's effective use of research-based instruction.</td>
<td>Problem solves skillfully (e.g., conceptualizing, applying, analyzing, synthesizing, and/or evaluating information) to provide adequate time, resources, and support to teachers to deliver the district’s curriculum to all students. Celebrations of student success are common events and are focused on recognition of the methods and effort expended so students understand what behaviors led to the success. Most grades and subject track student learning growth on priority instructional targets. MTSS operational across the grades and subjects. Problem solving efforts are unskillfully used to provide adequate time, resources, and support to teachers to deliver the district’s curriculum and state’s standards to students. Celebrations of student success are provided but are inconsistent in focusing on how/why students succeeded. MTSS operational in some classes.</td>
<td>Problem solving efforts are unskillfully used to provide adequate time, resources, and support to teachers to deliver the district’s curriculum and state’s standards to students. MTSS operational in some classes.</td>
<td>No actions other than use of slogans and exhortations to succeed are taken by the leader to address practices and process that actually enable success. MTSS not operational.</td>
</tr>
</tbody>
</table>

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Agendas, memorandum, and other documents provide direction on implementation of MTSS.
- Agendas, memorandum, and other documents reflect recurring discussion with faculty on continuous progress monitoring.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers’ records reveal data-based interventions and progress monitoring.
- Teacher-directed celebrations of student success identify causes of success.
practices.
- The leader recognizes the accomplishments of individual teachers, student, groups and the whole school via newsletters, announcements, websites, social media and face-to-face exchanges.
- Leader solicits student input on processes that support or hamper their success.
- Leader does surveys and other data collections that assess school conditions that impact student well-being.
- Data collection processes are employed to collect student, parent, and stakeholder perception data on the school supports for student success.
- Other leadership evidence of proficiency on this indicator.

Supplemental supports are provided in classes.
- Faculty and student describe the leader as one who is genuinely committed to student success in school and life.
- Faculty teams, departments, grade levels or collegial learning teams who have worked together on student success are recognized.
- Teacher and student tracking of progress results in data on student success.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

Reflection Questions for Indicator 5.2

<table>
<thead>
<tr>
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<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What supports do you need to provide to deepen the faculty’s capacity to provide intensive individual supports?</td>
<td>How do you enable teachers proficient at MTSS to share the process with other teachers?</td>
<td>How do you monitor instructional practice to assess the quality of implementation of MTSS?</td>
<td>How do you obtain training on what the MTSS model requires and how do you convey the expectations inherent in the model to your faculty?</td>
</tr>
<tr>
<td>How do you share effective continuous progress practices with other school leaders?</td>
<td>What continuous progress practices should be shared with the entire faculty?</td>
<td>How do you monitor the impact of targeted supplemental supports?</td>
<td>What barriers to student success are not being addressed in your school?</td>
</tr>
</tbody>
</table>
### Indicator 5.3 – Diversity: To align diversity practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals, the leader recognizes and uses diversity as an asset in the development and implementation of procedures and practices that motivate all students and improve student learning, and promotes school and classroom practices that validate and value similarities and differences among students.

Narrative: “Diversity practices” refers to the capacity of teachers and school leaders to recognize the many variations in students that impact learning growth (e.g. learning processes, prior learning experiences, family and cultural backgrounds); implement practices that respect diversity in learning needs (e.g. multi-tiered system of supports) and make adjustments at the classroom level that make use of student strengths and promote growth needs.

### Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective: Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</th>
<th>Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</th>
<th>Needs Improvement: Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</th>
<th>Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</th>
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<tr>
<td>The leader shares with others throughout the district strategies that help them put into action their belief that all students can learn at high levels by leading curriculum, instruction, and assessment that reflect and respect the diversity of students and staff. The leader provides an instructional program where recurring adaptations in instructional to address variations in student learning needs, styles, and learning strengths are routine events in all classes.</td>
<td>The leader systematically acts on the belief that all students can learn at high levels by leading curriculum, instruction, and assessment that reflect and respect the diversity of students and staff. Classroom practices consistently reflect appropriate adjustments based on cultural, racial, ethnic backgrounds of students. The leader’s expectations that teachers adapt instructional strategies to meet individual student needs are an accepted part of the shared vision of the leader and faculty.</td>
<td>The leader inconsistently acts on the belief that all students can learn at high levels by sometimes leading curriculum, instruction, and assessment that reflect and respect the diversity of students and staff. The leader has taken some actions that set expectations for teachers adapting instructional strategies to meet individual student needs and such individualization is evident in some but not most classes.</td>
<td>The leader limits opportunities for all students to meet high expectations by allowing or ignoring practices in curriculum, instruction, and assessment that are culturally, racially, or ethnically insensitive and/or inappropriate. Takes no actions that set expectations for teachers adapting instructional strategies to meet individual student needs.</td>
</tr>
</tbody>
</table>

### Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Documents that support the use of diversity as an asset in the development and implementation of procedures and practices.
- Agendas, memorandum, etc., reflecting recurring attention at faculty meetings to capacity to recognize diversity issues and adapt instruction accordingly.
- Leader’s actions in providing professional learning for faculty that deepens understanding of a range of diversity issues and evidence of monitoring for implementation in the classroom of appropriate diversity practices.
- School policies, practices, procedures that validate and value similarities and differences among students.
- The school leader collects and reviews agenda and minutes from departmental or team meetings to monitor attention to diversity issues in pursuit of student learning growth.

### Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers can describe a specific policies, practices, and procedures that validate and value similarities and differences among students.
- Professional development opportunities are provided for new teachers regarding ways to adapt instruction to address diversity issues in the student body and community.
- Student questionnaire results reflect belief that their individual characteristics are respected by school leader and faculty.
- Parent questionnaire results reflect belief that their individual characteristics are respected by school leader and faculty.
- A multi-tiered system of supports (MTSS) is implemented in the classrooms in ways that respect and make adjustments for diversity factors.
- The school provides an interactive website for students.
• Other leadership evidence of proficiency on this indicator.

• Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

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<tbody>
<tr>
<td>What procedures might you establish to increase your ability to help your colleagues develop curriculum, instruction, and assessment that reflect and respect the diversity of students and staff?</td>
<td>What strategies might you employ so that you could share with others throughout the district practices that help them put into action your belief that all students can learn at high levels by leading curriculum, instruction, and assessment that reflect and respect the diversity of students and staff?</td>
<td>How might you increase the consistency with which you act on the belief that all students can learn at high levels by sometimes leading curriculum, instruction, and assessment that reflect and respect the diversity of students and staff?</td>
<td>How might you expand the opportunities for all students to meet high expectations by leading curriculum, instruction, and assessment that reflect and respect the diversity of students and staff?</td>
</tr>
</tbody>
</table>
**Indicator 5.4 – Achievement Gaps:** The leader engages faculty in recognizing and understanding cultural and developmental issues related to student learning by identifying and addressing strategies to minimize and/or eliminate achievement gaps associated with student subgroups within the school.

Narrative: Where indicator 5.3 is focused on the broad array of diversity factors that impact success of individual students and student sub-groups, indicator 5.4 focuses on academic growth of specific sub-groups whose academic performance lags behind what they are capable of achieving. The leader is expected to prepare the faculty to do what is needed to meet the academic improvement needs of the sub-group(s).

**Rating Rubric**

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<td>Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
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<td>Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
<tr>
<td>The leader has created a self-regulating system based on data that guarantees regular and predictable success of all subgroups, even if conditions change from one year to another. Achievements gaps have been eliminated or substantially minimized with trend lines consistently moving toward elimination of such gaps. Processes to minimize achievement gaps within all impacted sub-groups are employed for all sub-groups with positive trend lines showing reduction of gaps for all subgroups. The leader consistently applies the process of inquiry and/or has enabled development of processes that generate greater understanding of the school’s current systems and their impact on sub-group academic achievement.</td>
<td>Sub-groups within the school and associated with achievement gaps have been identified and some processes are underway to understand root causes. Some actions to minimize the gaps have been implemented but either do not reach all sub-group students or have inconsistent or minimal results. The leader inconsistently applies the process of inquiry and/or has enabled only limited efforts to develop of processes that generate greater understanding of the school’s current systems and their impact on sub-group academic achievement.</td>
<td>The leader does not apply the processes to minimize the gaps the school and associated with achievement gaps have been identified and some processes are underway to understand root causes. The leader does not identify nor implement strategies to understand the causes of sub-group achievement gaps. No changes in practices or processes have been implemented under the leader’s direction that is designed to address achievement gaps. The leader does not apply the process of inquiry and/or develop processes that generate greater understanding of the school’s current systems and their impact on sub-group academic achievement.</td>
<td></td>
</tr>
</tbody>
</table>

**Leadership Evidence** of proficiency on this indicator may be seen in the leader’s behaviors or actions. **Illustrative examples** of such evidence may include, but are not limited to the following:

- The leader uses statistical analyses identifying academic needs of sub-group members.
- Written goals are developed and provided to faculty that focus on reducing or eliminating achievement gaps for students in under-performing sub-groups and for students with disabilities.
- Documents reflecting the leader’s work in deepening faculty understanding of cultural and development issues related to improvement of academic learning growth by sub-group students.
- The leader develops school policies, practices, procedures that validate and value similarities and differences among students.
- Leader’s actions in support of engaging sub-group students in self-help processes and goal setting related to academic

**Impact Evidence** of leadership proficiency may be seen in the behaviors or status of the faculty and staff. **Illustrative examples** of such evidence may include, but are not limited to the following:

- Faculty and staff can describe the school-wide achievement goals focused on narrowing achievement gaps and relate how that implement those goals to impact individual students.
- Under-achieving sub-group students are enrolled in advanced classes and presented with high expectations.
- Teachers can describe specific policies, practices, and procedures that help them use culture and developmental issues to improve student learning.
- Faculty and staff can explain how goals eliminate differences in achievement for students at different socioeconomic levels.
- English language learners, and students with disabilities
- Teacher records reflecting tracking sub-group student progress on targeted learning goals related to academic achievement.
achievement.
- The leader personally engages students in under-performing sub-groups with support, encouragement, and high expectations.
- Leader’s take actions in aligning parent and community resources with efforts to reduce achievement gaps.
- Other leadership evidence of proficiency on this indicator.

- Student questionnaire results (from sub-group students) reflecting recognition of school efforts to improve their academic performance.
- Parent questionnaire results from sub-group parents reflecting recognition of school efforts to improve student achievement.
- Lesson study groups focused on improving lessons to impact achievement gap.
- Other impact evidence of proficiency on this indicator.

**Scale Levels:** Choose one Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

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**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Enter data here:

**Reflection Questions for Indicator 5.4**

**Reflection Questions**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>What strategies might you employ to increase your ability to help your colleagues understand how the elements of culture are impacted by the current systems (e.g., curriculum, instruction, assessment, etc.) in order to improve student achievement?</td>
<td>What are one or two critical steps you could take that would shift your examination of culture to a point that they become a self-regulating system based on data that guarantees regular and predictable success even if conditions change?</td>
<td>How might you systematically apply the process of inquiry to develop methods of generating greater understanding of the cultures of individuals within the building and how the elements of culture are impacted by the current systems (e.g., curriculum, instruction, assessment) to improve student achievement?</td>
<td>Why do sub-groups students like those in your school not perform as well as similar groups in other schools? In what ways might you demonstrate greater understanding of cultures and their impact on the current systems in your school to improve student learning?</td>
</tr>
</tbody>
</table>
Domain 2: The focus is on instructional leadership – what the leader does and enables others to do that supports teaching and learning.

### Domain 2: Instructional Leadership

#### 3 Proficiency Areas – 17 Indicators

This domain contributes 40% of the FSLA Score

<table>
<thead>
<tr>
<th>Proficiency Area 3 - Instructional Plan Implementation: Effective school leaders work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs, and assessments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator 3.1 – FEAPs: The leader aligns the school’s instructional programs and practices with the Florida Educator Accomplished Practices (FEAPs) (Rule 6A-5.06S, F.A.C.), and models use of Florida’s common language of instruction to guide faculty and staff’s implementation of the foundational principles and practices.</td>
</tr>
<tr>
<td>Indicator 3.2 - Standards-based Instruction: The leader delivers an instructional program that implements the state’s adopted academic standards (Common Core and NGSSS) in a manner that is rigorous and culturally relevant to the students by aligning academic standards, effective instruction and leadership, and student performance practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals, and communicating to faculty the cause and effect relationship between effective instruction on academic standards and student performance.</td>
</tr>
<tr>
<td>Indicator 3.3 - Learning Goals Alignments: The leader implements recurring monitoring and feedback processes to insure that priority learning goals established for students are based on the state’s adopted student academic standards as defined in state course descriptions, presented in student accessible forms, and accompanied by scales or rubrics to guide tracking progress toward student mastery.</td>
</tr>
<tr>
<td>Indicator 3.4 - Curriculum Alignments: The leader implements systemic processes to insure alignment of curriculum resources with state standards for the courses taught.</td>
</tr>
<tr>
<td>Indicator 3.5 - Quality Assessments: The leader ensures the appropriate use of high quality formative and interim assessments aligned with the adopted standards and curricula.</td>
</tr>
<tr>
<td>Indicator 3.6 - Faculty Effectiveness: The leader monitors the effectiveness of classroom teachers and uses contemporary research and the district’s instructional evaluation system criteria and procedures to improve student achievement and faculty proficiency on the FEAPs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proficiency Area 4 - Faculty Development: Effective school leaders recruit, retain, and develop an effective and diverse faculty and staff; focus on evidence, research, and classroom realities faced by teachers; link professional practice with student achievement to demonstrate the cause and effect relationship; facilitate effective professional development; monitor implementation of critical initiatives; and secure and provide timely feedback to teachers so that feedback can be used to increase teacher professional practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator 4.1 - Recruitment and Retention: The leader employs a faculty with the instructional proficiencies needed for the school population served.</td>
</tr>
<tr>
<td>Indicator 4.2 - Feedback Practices: The leader monitors, evaluates proficiency, and secures and provides timely and actionable feedback to faculty on the effectiveness of instruction on priority instructional goals, and the cause and effect relationships between professional practice and student achievement on those goals.</td>
</tr>
<tr>
<td>Indicator 4.3 - High Effect Size Strategies: Instructional personnel receive recurring feedback on their proficiency on high effect size instructional strategies.</td>
</tr>
<tr>
<td>Indicator 4.4 - Instructional Initiatives: District-supported state initiatives focused on student growth are supported by the leader with specific and observable actions, including monitoring of implementation and measurement of progress toward initiative goals and professional learning to improve faculty capacity to implement the initiatives.</td>
</tr>
<tr>
<td>Indicator 4.5 - Facilitating and Leading Professional Learning: The leader manages the organization, operations, and facilities to provide the faculty with quality resources and time for professional learning and promotes, participates in, and engages faculty in effective individual and collaborative learning on priority professional goals throughout the school year.</td>
</tr>
<tr>
<td>Indicator 4.6 - Faculty Development Alignments: The leader implements professional learning processes that enable faculty to deliver culturally relevant and differentiated instruction by generating a focus on student and professional learning in the school that is clearly linked to the system-wide objectives and the school improvement plan; identifying faculty instructional proficiency needs (including standards-based content, research-based pedagogy, data analysis for instructional planning and improvement); aligning faculty development practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals; and using instructional technology as a learning tool for students and faculty.</td>
</tr>
<tr>
<td>Indicator 4.7 - Actual Improvement: The leader improves the percentage of effective and highly effective teachers on the faculty.</td>
</tr>
</tbody>
</table>
**Proficiency Area 5 - Learning Environment: Effective school leaders structure and monitor a school learning environment that improves learning for all of Florida's diverse student population.**

Indicator 5.1 – **Student-Centered:** The leader maintains a safe, respectful and inclusive student-centered learning environment that is focused on equitable opportunities for learning, and building a foundation for a fulfilling life in a democratic society and global economy by providing recurring monitoring and feedback on the quality of the learning environment and aligning learning environment practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals.

Indicator 5.2 – **Success-Oriented:** The leader initiates and supports continuous improvement processes and a multi-tiered system of supports focused on the students’ opportunities for success and well-being.

Indicator 5.3 – **Diversity:** To align diversity practices with system objectives, improvement planning, faculty proficiency needs, and appropriate instructional goals, the leader recognizes and uses diversity as an asset in the development and implementation of procedures and practices that motivate all students and improve student learning, and promotes school and classroom practices that validate and value similarities and differences among students.

Indicator 5.4 – **Achievement Gaps:** The leader engages faculty in recognizing and understanding cultural and developmental issues related to student learning by identifying and addressing strategies to minimize and/or eliminate achievement gaps associated with student subgroups within the school.

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**Domain 3 - Organizational Leadership**

<table>
<thead>
<tr>
<th>Indicator</th>
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<tbody>
<tr>
<td>Indicator 6.1 - Prioritization Practices</td>
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<tr>
<td>Indicator 6.2 - Problem Solving</td>
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<tr>
<td>Indicator 6.3 - Quality Control</td>
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<tr>
<td>Indicator 6.4 - Distributive Leadership</td>
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<td></td>
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<tr>
<td>Indicator 6.5 - Technology Integration</td>
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</tbody>
</table>

**Proficiency Area 6 - Decision Making:** Effective school leaders employ and monitor a decision-making process that is based on vision, mission, and improvement priorities using facts and data; manage the decision making process, but not all decisions, using the process to empower others and distribute leadership when appropriate; establish personal deadlines for themselves and the entire organization; and use a transparent process for making decisions and articulating who makes which decisions.

**Proficiency Area 7 - Leadership Development:** Effective school leaders actively cultivate, support, and develop other leaders within the organization, modeling trust, competency, and integrity in ways that positively impact and inspire growth in other potential leaders.

**Proficiency Area 8 - School Management:** Effective school leaders manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment; effectively manage and delegate tasks and consistently demonstrate fiscal efficiency; and understand the benefits of going deeper with fewer initiatives as opposed to superficial coverage of everything.

**Proficiency Area 9 - Communication:** Effective school leaders use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by practicing two-way communications, seeking to listen and learn from and building and maintaining relationships with students, faculty, parents, and community; managing a process of regular communications to staff and community keeping all stakeholders engaged in the work of the school; recognizing individuals for good work; and
Indicator 9.1—Constructive Conversations

() Highly Effective  () Effective  () Needs Improvement  () Unsatisfactory

Indicator 9.2 - Clear Goals and Expectations

() Highly Effective  () Effective  () Needs Improvement  () Unsatisfactory

Indicator 9.3 - Accessibility

() Highly Effective  () Effective  () Needs Improvement  () Unsatisfactory

Indicator 9.4 - Recognitions

() Highly Effective  () Effective  () Needs Improvement  () Unsatisfactory

Domain 3: Organizational Leadership

Narrative: This domain addresses proficiencies that impact the quality of a broad array of school operations. The focus is applying these proficiencies to improve student achievement, instructional leadership, and professional conduct.

Narrative: This proficiency area is aligned to FPLS standard #6. How decisions are made can be as important as what decisions are made. The leader’s proficiency at balancing the various aspects of decision-making is the focus of this area.

Indicator 6.1 – Prioritization Practices: The leader gives priority attention to decisions that impact the quality of student learning and teacher proficiency, gathering and analyzing facts and data, and assessing alignment of decisions with school vision, mission, and improvement priorities.

Narrative: Leaders make many decisions. Those that impact student learning and teacher proficiency require priority attention. The focus is the leader’s ability to make sure that decisions on student learning and faculty proficiency are not lost among the lower priority issues or given inadequate attention because of all the other things leaders do.

Rating Rubric

<table>
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<tr>
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<tr>
<td>The leader produces clear, convincing, and consistent evidence that demonstrates an understanding of learning, teaching, and student development to inform all decisions and continuously uses this information to enhance teaching and learning. The leader produces clear, convincing, and consistent evidence that, on an ongoing basis, all decisions are made in a way that promotes the school’s vision and mission. Effective decision-making practices are frequently shared with other administrators and colleagues throughout the system.</td>
<td>The leader’s decisions consistently demonstrate an understanding of learning, teaching, and student development. The leader produces clear evidence of making most decisions in a way that supports the school’s vision and mission regarding student learning and faculty proficiency.</td>
<td>The leader provides limited evidence that demonstrates understanding of learning, teaching, and student development to inform decisions or is inconsistent in using this information to enhance decisions about teaching and learning. The leader produces limited evidence that the school’s vision and mission impacts decision making.</td>
<td>The leader provides little or no evidence that demonstrate awareness of learning, teaching, and student development to inform decisions. The leader produces little to no evidence of making decisions that are linked to the school’s vision and mission. Decisions adverse to student growth and/or faculty development are made.</td>
</tr>
</tbody>
</table>

Leadership Evidence of proficiency on this indicator may be Impact Evidence of leadership proficiency may be seen in the
behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers can describe a decision-making process that reflects an emphasis on vision, mission, student learning, and teacher proficiency requirements.
- Teachers can recall decisions that were made resulting in changes to their teaching schedule to support student learning.
- Team and department meeting minutes reflect student learning and faculty proficiency as priority issues.
- Sub-ordinate leaders give priority attention to issues impacting student learning and teacher proficiency.
- Principal’s secretary prioritizes mail based on relation to student learning and faculty growth.
- Office staff handles routine events to protect leader’s time for instructional and faculty development issues.
- Other evidence of proficiency on this indicator.

Reflection Questions for Indicator 6.1

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What procedures have you established to increase professional knowledge opportunities for colleagues across the school system?</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>How do you promote and foster continuous improvement with new staff? What changes might you make to your decision-making process for further improvement?</strong></td>
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<tr>
<td><strong>What system do you use to prioritize learning needs and empower faculty to create individual learning plans?</strong></td>
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<tr>
<td><strong>How might you reinforce and establish your efforts so that direct reports and your entire school community understand the link between decisions and your priorities?</strong></td>
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<tr>
<td><strong>What strategies have you employed to meet the learning needs of your faculty, from novice to veteran to expert?</strong></td>
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</tr>
<tr>
<td><strong>Why is it necessary to explicitly reference your vision and mission, even though they are visibly posted in high traffic areas of your school?</strong></td>
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<tr>
<td><strong>How should your awareness of learning, teaching, and student development inform decisions?</strong></td>
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<tr>
<td><strong>How might you better align your decisions with the vision and mission of your school?</strong></td>
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</tbody>
</table>
Indicator 6.2 – Problem Solving: The leader uses critical thinking and data-based problem solving techniques to define problems and identify solutions.

Narrative: Problem solving is an essential support to decision making. The leader’s skill in using thinking skills and data to define problems and identify solutions is the focus here.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective: Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</th>
<th>Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</th>
<th>Needs Improvement: Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</th>
<th>Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The leader demonstrates the ability to construct a clear and insightful problem statement with evidence of relevant contextual factors. The leader identifies multiple approaches for solving a problem and proposes one or more solutions/hypotheses that indicate a deep comprehension of the problem. The solutions are sensitive to contextual factors as well as all of the following: ethical, logical, and cultural dimensions of the problem. The leader’s evaluation of solutions is comprehensive and includes all of the following: history of the problem, logic/reasoning, feasibility and impact of the solution. The solution is implemented in a manner that addresses each of the contextual factors of the problem. A thorough review of the results is conducted to determine need for further work.</td>
<td>The leader demonstrates the ability to construct a problem statement with evidence of most relevant contextual factors and the problem statement is adequately detailed. The leader identifies multiple approaches for solving a problem. The leader’s solutions are sensitive to contextual factors as well as at least one of the following: ethical, logical, or cultural dimensions of the problem. Evaluation of solutions is adequate and includes: history of the problem, reviews logic and reasoning, examines feasibility of solution, and weighs impact. The solution is implemented and the results reviewed with some consideration for further work.</td>
<td>The leader is beginning to demonstrate the ability to construct a problem statement with evidence of most relevant contextual factors, but the problem statements are superficial or inconsistent in quality. Typically, a single “off the shelf” solution is identified rather than designing a solution to address the contextual factors. The solution is implemented in a manner that addresses the problem statement but ignores relevant factors. Results are reviewed with little, if any, consideration for further work.</td>
<td>The leader demonstrates a limited ability to identify a problem statement or related contextual factors. Solutions are vague or only indirectly address the problem statement. Solutions are implemented in a manner that does not directly address the problem statement and are reviewed superficially with no consideration for further work.</td>
</tr>
</tbody>
</table>

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Samples of problem statements, contextual factors, recommended approaches, proposed solutions, evaluation, and review with consideration for further work are presented.
- A well-established problem-solving process can be described by the leader.
- Data records reveal the range of problems addressed and after-implementation data collections.
- Reports and newsletters to stakeholders inform of problems addressed and the impact of solutions implemented.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers can personally attest to the problem-solving skills of the leader.
- Teachers report a high degree of satisfaction with the problem-solving process established by the leader.
- Teacher and/or students describe participating in problem solving led by the school leader.
- Multi-tiered System of Supports (MTSS) is fully operational in classrooms.
- Sub-ordinate leaders are engaged in data-based problem solving.
Reflection Questions for Indicator 6.2

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What might be some of the things you learned about problem solving that will influence your leadership practice in the future?</td>
<td>What can you do to enable your sub-ordinate leaders to be more effective in problem solving?</td>
<td>What are some specific recollections (data) that come to mind that define your thinking about effective problem solving?</td>
<td>How would you describe your problem solving process?</td>
</tr>
</tbody>
</table>
Indicator 6.3 – Quality Control: The leader maintains recurring processes for evaluating decisions for effectiveness, equity, intended and actual outcome(s); implements follow-up actions revealed as appropriate by feedback and monitoring; and revises decisions or implementing actions as needed.

Narrative: Decisions are made...but there is a follow-up process. What was the impact of the decisions? The focus here is the leader’s follow-up on decisions and capacity to make revisions where needed.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective</th>
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<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader’s actions or impact of leader's actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
<tr>
<td>The leader can provide clear and consistent evidence of decisions that have been changed based on new data.</td>
<td>The leader has a record of evaluating and revising decisions based on new data.</td>
<td>The leader has some processes for acquiring new information on impact of decisions and appears to be willing to reconsider previous decisions, but does not have a clear or consistent record of making changes where needed or as soon as needed.</td>
<td>There is little or no evidence of reflection and reevaluation of previous decisions.</td>
</tr>
<tr>
<td>Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td>Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Examples of documents related to previous decisions that indicate re-evaluation in light of emerging data or trends.</td>
<td>• Teachers can attest to having participated in a re-evaluation of a decision based on emerging trends and data.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Evidence that re-evaluations in light of emerging data or trends resulted in changes or adjustments in actions.</td>
<td>• Teachers report confidence in the decisions being made by the leader.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• A well-articulated problem-solving process can be produced.</td>
<td>• Sub-ordinate leaders’ records reveal time committed to gathering data and following up on impact and implementation of leader’s decisions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Principal’s work schedule reflects time for monitoring the implementation of priority decisions.</td>
<td>• Sub-ordinate leaders’ records reveal time committed to gathering data and following up on impact and implementation of the sub-ordinate leaders’ decisions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other leadership evidence of proficiency on this indicator.</td>
<td>• Other impact evidence of proficiency on this indicator.</td>
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</tbody>
</table>

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective [ ] Effective [ ] Needs Improvement [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):
### Reflection Questions for Indicator 6.3

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do you continue to clarify the decision-making process in a dynamic, changing environment?</td>
<td>Why is it necessary for you as a school leader to reevaluate prior decisions and programs in light of emerging research, personal experience, and changing situations?</td>
<td>What will you do from now on to ensure previous decisions and programs are revisited and evaluated on a routine basis?</td>
<td>When do you take time with your leadership team to reflect on decisions that have been made? In what ways do you evaluate decisions on the basis of student achievement?</td>
</tr>
</tbody>
</table>
Indicator 6.4 – Distributive Leadership: The leader empowers others and distributes leadership when appropriate.

Narrative: A school is too complex for one person to make all decisions. Some of the functions of leadership must be shared with others. Developing capacity for success in a workforce requires enabling other people to be responsible for meaningful decisions. The leader’s capacity to share the “right stuff” and distribute decision making among other appropriate staff is the focus here.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective:</th>
<th>Effective:</th>
<th>Needs Improvement:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
</tbody>
</table>

Innovation and improvement in instructional processes, faculty development, or school operations have resulted from distributive leadership.

The leader encourages staff members to accept leadership responsibilities outside of the school building.

The leader incorporates teacher and support staff into leadership and decision-making roles in the school in ways that foster the career development of participating teachers.

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Organizational charts or other documents reveal how leadership is distributed and informs who is involved in what.
- School improvement plan process reflects involvement by a variety of parties.
- Evidence of shared decision-making and distributed leadership is present in leader’s memorandums, e-mails, and other communications.
- Leader’s communication to faculty and stakeholders recognizes the role of those to whom leadership functions were distributed.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Sub-ordinate leaders and teacher leaders report meaningful roles in decision making.
- Minutes, agendas, and other records of meetings held by sub-ordinate leaders reflect their involvement in significant decision making.
- Teachers are able to identify which colleagues have a leadership or decision making role in any given issue.
- Teacher and or parent surveys reflect satisfaction with access to sub-ordinate and teacher leaders rather than requiring access only to the principal.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):
Reflection Questions for Indicator 6.4

<table>
<thead>
<tr>
<th>Highly Effective</th>
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<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>To what extent do you have a systematic process in place for delegating authority to subordinates?</td>
<td>How might you increase the range and scope of tasks and responsibilities you delegate to key individuals or teams?</td>
<td>Under what circumstances would you be willing to release increased decision-making authority to your staff and faculty?</td>
<td>What factors prevent you from releasing responsibilities to staff?</td>
</tr>
<tr>
<td></td>
<td>In what areas do faculty and staff bring expertise that will improve the quality of decisions at your school?</td>
<td>How might you use the function of delegation to empower staff and faculty at your school?</td>
<td></td>
</tr>
</tbody>
</table>
Indicator 6.5 – Technology Integration: The leader employs effective technology integration to enhance decision making and efficiency throughout the school. The leader processes changes and captures opportunities available through social networking tools, accesses and processes information through a variety of online resources, incorporates data-driven decision making with effective technology integration to analyze school results, and develops strategies for coaching staff as they integrate technology into teaching, learning, and assessment processes.

Narrative: Technology was a separate standard in the 2005 Florida Principal Leadership Standards (FPLS). By 2011 the state had made great strides toward accepting technology into the schools. In the 2011 FPLS, technology moved from a separate general “pro-technology” standard to focused applications of technology embedded in several standards. This indicator focuses on technology integration and the leader’s use of technology to improve decision-making processes in several priority areas.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leadership Evidence</strong></td>
<td><strong>Impact Evidence</strong></td>
<td><strong>Leadership Evidence</strong></td>
<td><strong>Impact Evidence</strong></td>
</tr>
<tr>
<td>Technology integration supports to the degree possible with available resources.</td>
<td>Technology integration does not support data exchanges, project management, and feedback processes.</td>
<td>Technology integration supports to the degree possible with available resources.</td>
<td>Technology integration does not support data exchanges, project management, and feedback processes.</td>
</tr>
<tr>
<td>Technology supports to decision-making processes is provided for all of the staff involved in decision making on school instructional and faculty improvement efforts.</td>
<td>Technology integration supports to the degree possible with available resources.</td>
<td>Technology supports to decision-making processes is provided for all of the staff involved in decision making on school instructional and faculty improvement efforts.</td>
<td>Technology integration does not support data exchanges, project management, and feedback processes.</td>
</tr>
<tr>
<td>Technology integration supports to the degree possible with available resources.</td>
<td>Technology integration supports to the degree possible with available resources.</td>
<td>Technology integration supports to the degree possible with available resources.</td>
<td>Technology integration does not support data exchanges, project management, and feedback processes.</td>
</tr>
<tr>
<td>Engages sub-ordinate leaders in developing strategies for coaching staff integration of technology.</td>
<td>Engages sub-ordinate leaders in developing strategies for coaching staff integration of technology.</td>
<td>Engages sub-ordinate leaders in developing strategies for coaching staff integration of technology.</td>
<td>Engages sub-ordinate leaders in developing strategies for coaching staff integration of technology.</td>
</tr>
<tr>
<td>School improvement plan reflects technology integration as a support in improvement plans.</td>
<td>Sub-ordinate leaders integrate technology into their work functions and use technology to streamline the process.</td>
<td>School improvement plan reflects technology integration as a support in improvement plans.</td>
<td>Sub-ordinate leaders integrate technology into their work functions and use technology to streamline the process.</td>
</tr>
<tr>
<td>Leader has a technology integration plan used to provide technology supports to the degree possible with available resources.</td>
<td>Data from faculty that supports decision making and monitoring impact of decisions are shared via technology.</td>
<td>Leader has a technology integration plan used to provide technology supports to the degree possible with available resources.</td>
<td>Data from faculty that supports decision making and monitoring impact of decisions are shared via technology.</td>
</tr>
<tr>
<td>School website provides stakeholders with information about and access to the leader.</td>
<td>PowerPoint presentations, e-mails, and web pages of faculty members support involvement in decision making and dissemination of decisions made.</td>
<td>School website provides stakeholders with information about and access to the leader.</td>
<td>PowerPoint presentations, e-mails, and web pages of faculty members support involvement in decision making and dissemination of decisions made.</td>
</tr>
<tr>
<td>Technology tools are used to aid in data collection and analyses and distribution of data findings.</td>
<td>Faculty use social network methods to involve students and parents in data collection that supports decision making and to inform stakeholders of decisions made.</td>
<td>Technology tools are used to aid in data collection and analyses and distribution of data findings.</td>
<td>Faculty use social network methods to involve students and parents in data collection that supports decision making and to inform stakeholders of decisions made.</td>
</tr>
<tr>
<td>Evidence that shared decision making and distributed leadership is supported by technology.</td>
<td>Other impact evidence of proficiency on this indicator.</td>
<td>Evidence that shared decision making and distributed leadership is supported by technology.</td>
<td>Other impact evidence of proficiency on this indicator.</td>
</tr>
<tr>
<td>Technology used to enhance coaching and mentoring functions.</td>
<td></td>
<td>Technology used to enhance coaching and mentoring functions.</td>
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</tbody>
</table>
Reflection Questions for Indicator 6.5

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<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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</thead>
<tbody>
<tr>
<td>To what extent do you have a systematic process in place for integrating new technology so that faculty and students are keeping pace with the communications and thinking supports used in the emerging global economy?</td>
<td>How might you increase the range and scope of technology integration to support communications and information acquisition processes used by faculty and staff? How might the technology improve the quality of decisions at your school?</td>
<td>Under what circumstances would you be willing to support increased use of technology to support efficiency in communication and decision-making processes? How might you use the function of delegation to empower staff and faculty at your school to make more proficient use of technology integration?</td>
<td>What factors prevent you from supporting technology integration?</td>
</tr>
</tbody>
</table>

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):
**Proficiency Area 7. Leadership Development:** Effective school leaders actively cultivate, support, and develop other leaders within the organization, modeling trust, competency, and integrity in ways that positively impact and inspire growth in other potential leaders.

Narrative: This proficiency area aligns to Standard 7. Leaders are developed by other leaders. This is a process critical to an organization’s capacity to improve over time and sustain quality processes. This proficiency area focuses on what leaders do to develop leadership in others.

**Indicator 7.1 – Leadership Team:** The leader identifies and cultivates potential and emerging leaders, promotes teacher-leadership functions focused on instructional proficiency and student learning, and aligns leadership development practices with system objectives, improvement planning, leadership proficiency needs, and appropriate instructional goals.

Narrative: The FPLS are based on a presumption that the school leader works with and through a team of other people to insure coordination and focus of school operations and improvements. Leadership teams get things done!

**Rating Rubric**

**Highly Effective:** Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.  
The participants in the school’s leadership team function independently with clear and efficient implementation of their role(s) and work in a collegial partnership with other leadership team participants to coordinate operations on student growth and faculty development.  
Leadership development processes employed by the school leader are shared with other school leaders as a model for developing quality leadership teams.  
The leader has specifically identified at least two emerging leaders in the past year, and has entered them into the ranks of leadership training or provided personal mentoring on site.  
Other school leaders cite this leader as a mentor in identifying and cultivating emergent leaders.

**Effective:** Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.  
Those who are assigned or have accepted leadership functions have consistent support from the school leader in focusing their efforts on instructional improvement and faculty development.  
The leader has specifically identified and developed potential and emerging leaders for the major functions of the school.  
The leader has personally mentored at least one emerging leader to assume leadership responsibility in instructional leadership or at an administrative level, with positive results.

**Needs Improvement:** Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.  
The leader has identified staff for leadership functions, follows district personnel guidelines for accepting applications for new leaders, but has not implemented any systemic process for identifying emergent leaders, or is inconsistent in application of such a process.  
The leader provides some training to some of the people assigned leadership functions, but does not involve staff other than those in the designated roles.

**Unsatisfactory:** Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.  
The leader does not recognize the need for leadership by other people. Staff with leadership titles (e.g., department heads, team leaders, deans, assistant principals) has little or no involvement in processes that build leadership capacities.  
Persons under the leader’s direction are unable or unwilling to assume added responsibilities.  
There is no or only minimal evidence of effort to develop leadership potential in others.

**Leadership Evidence** of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

**Impact Evidence** of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:
- Organizational charts identify the leadership roles and team members.
- The leader has a system for identifying and mentoring potential leaders.
- The leader can cite examples in which s/he coached several emerging leaders to assume greater levels of responsibility within the organization.
- Minutes, e-mails, and memorandums reflecting exchanges among leadership team members are focused on school improvement goals, student growth, and faculty development.
- The leader’s communications to faculty and stakeholders reflect recognition of the leadership team.
- Other leadership evidence of proficiency on this indicator.

- Teachers at the school can describe informal and formal opportunities to demonstrate and develop leadership competencies.
- Teachers at the school report that leadership development is supported and encouraged.
- Current leadership team members can describe training or mentoring they receive from the school leader regarding leadership.
- Teachers can describe processes that encourage them to be involved in school improvement and prepare for leadership roles.
- Other impact evidence of proficiency on this indicator.

**Scale Levels:** (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

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**Reflection Questions for Indicator 7.1**

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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</thead>
<tbody>
<tr>
<td>How do you provide guidance and mentorship to emerging leaders outside of your personal job description and leadership responsibilities?</td>
<td>How have you designed the school improvement process to develop leadership capacity from existing faculty?</td>
<td>What process do you employ to encourage participation in leadership development?</td>
<td>What process is available to you that help you screen and develop potential leaders?</td>
</tr>
<tr>
<td>How would you describe the system you use to ensure that emerging leaders pursue job opportunities when they are available? How might you embed this preparation into their job duties, and what changes will you need to make to help build such leadership capacity at your school?</td>
<td>What strategies and lessons might you impart to your direct reports to better prepare them for expanded leadership opportunities?</td>
<td>When do you release responsibility to your assistants to own key decisions? How do you leverage school improvement activities to build leadership capacity for assistants and emerging teacher leaders?</td>
<td>How might you spend time explicitly preparing your assistants to assume your role as principal?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>What steps would you take to spend more time in preparing your assistants to assume your role as principal?</td>
</tr>
</tbody>
</table>
Indicator 7.2 – Delegation: The leader establishes delegated areas of responsibility for sub-ordinate leaders and manages delegation and trust processes that enable such leaders to initiate projects or tasks, plan, implement, monitor, provide quality control, and bring projects and tasks to closure.

Narrative: Leadership teams engage other skilled people in the business of the school. However, involvement does not insure effective organizations. This indicator focuses on the distribution of responsibility and whether sub-ordinate leaders have been delegated all that is needed to succeed.

Rating Rubric

**Highly Effective:** Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.

Staff throughout the organization is empowered in formal and informal ways.

Faculty members participate in the facilitation of meetings and exercise leadership in committees and task forces; other employees, including noncertified staff, exercise appropriate authority and assume leadership roles where appropriate.

The climate of trust and delegation in this organization contributes directly to the identification and empowerment of the next generation of leadership.

**Effective:** Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.

There is a clear pattern of delegated decisions, with authority to match responsibility at every level in the organization.

The relationship of authority and responsibility and delegation of authority is clear in personnel documents, such as evaluations, and also in the daily conduct of meetings and organizational business.

**Needs Improvement:** Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.

The leader sometimes delegates, but also maintains decision-making authority that could be delegated to others.

Clarity of the scope of delegated authority is inconsistent from one delegation to another.

Actions taken by those to whom tasks are delegated are sometimes overruled without explanation.

**Unsatisfactory:** Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or not occurring, or are having an adverse impact.

The leader does not afford subordinates the opportunity or support to develop or to exercise independent judgment.

If delegation has occurred there is a lack of clarity on what was to be accomplished or what resources were available to carry out delegated tasks.

**Leadership Evidence** of proficiency on this indicator may be seen in the leader’s behaviors or actions. **Illustrative examples** of such evidence may include, but are not limited to the following:

- A Responsibility Matrix or chart of “who does what” provides evidence that the leader trust others within the school by identifying how leadership responsibilities are delegated to other faculty members on his or her staff.
- The leader’s processes keep people from performing redundant activities.
- The leader has crafted “job descriptions” for sub-ordinate leaders’ roles that clarify what they are to do and have the delegated authority to do.
- Communications to delegated leaders provide predetermined decision-making responsibility.
- Documents initiating projects and tasks identify personal responsibility for success at the beginning of the project.
- Delegation and trust are evident in personnel evaluations.
- Delegation and trust are evident in the school improvement plan as a variety of school staff are identified as being directly responsible for various components of the planning effort.
- Meeting minutes provide evidence of delegation and trust being extended to select members of the faculty.

**Impact Evidence** of leadership proficiency may be seen in the behaviors or status of the faculty and staff. **Illustrative examples** of such evidence may include, but are not limited to the following:

- Teachers report that areas of delegated responsibility include authority to make decisions and take action within defined parameters.
- Faculty and staff can cite examples of delegation where the leader supported the staff member’s decision.
- Faculty report that building leaders express high levels of confidence in their capacity to fulfill obligations relevant to the shared task of educating children.
- Staff to whom responsibility has been delegated in turn delegates appropriate aspects of their tasks to other staff thus expanding engagement.
- Other impact evidence of proficiency on this indicator.
Other leadership evidence of proficiency on this indicator.

**Scale Levels:** (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
- [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

**Reflection Questions for Indicator 7.2**

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>To what extent do you have a systematic process in place for delegating authority to subordinates?</td>
<td>How might you increase the range and scope of tasks and responsibilities you delegate to key individuals or teams?</td>
<td>Under what circumstances would you be willing to release increased decision-making authority to your staff and faculty?</td>
<td>What factors prevent you from releasing responsibilities to staff?</td>
</tr>
<tr>
<td>In what areas do faculty and staff bring expertise that will improve the quality of decisions at your school?</td>
<td>How might you use the function of delegation to empower staff and faculty at your school?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Indicator 7.3 – Succession Planning: The leader plans for and implements succession management in key positions.**

Narrative: When the leader is off campus – who is in charge? When the leader changes jobs or retires, who is prepared to take over? What about the school’s sub-ordinate leaders? Who takes over for them? Succession planning is building relationships and preparation processes for involving others in ways that prepare them to move into key positions as they become vacant.

**Rating Rubric**

| Highly Effective: Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders. | Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations. | Needs Improvement: Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency. | Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact. |
| In addition to the practices at the effective level, the leader systematically evaluates the success of the succession program, making adjustments as needed and engaging subordinate leaders in succession management processes in their own areas of responsibility. | The leader proficiently implements a plan for succession management in key positions that includes identification of key and hard-to-fill positions for which critical competencies have been identified. | Inasmuch as the leader understands the need to establish a plan for succession management, the plan remains simply that - a plan - as thoughts about the plan and its component parts have yet to be implemented. | The leader takes little or no actions to establish a plan for succession management. Staff are hired to fill vacancies in key positions who do not possess the critical instructional capabilities required of the school, which compromises the school’s efforts to increase student academic achievement. |
| Central office personnel rely | In conjunction with central office staff, the leader identifies and | The leader primarily relies on central office staff to identify and | |

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upon this leader to share highly successful succession planning practices with other leaders throughout the district. Evaluates applicant pools, collects information on competency levels of employees in identified applicant pools and identifies competency gaps. Based on an analysis of these gaps, the leader develops and uses programs and strategies for smooth succession including temporary strategies for getting work done during vacancy periods. Evaluate applicant pools, the competency levels of employees in identified applicant pools, and the competency gaps. Little to no effort on the part of the leader is made to increase the competency level of the potential successor leaders within the faculty or such efforts are limited in scope. And no processes to remedy the trend are taken.

<table>
<thead>
<tr>
<th>Leadership Evidence</th>
<th>Impact Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td>of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:</td>
</tr>
<tr>
<td>• Documents generated by or at the direction of the leader establish a clear pattern of attention to individual professional development that addresses succession management priorities.</td>
<td>• Select teachers can attest to having been identified into applicant pools for leadership in key and hard-to-fill positions that may develop in the future.</td>
</tr>
<tr>
<td>• The leader has processes to monitor potential staff departures.</td>
<td>• Select teachers report that the principal has identified various competency levels needed for key or hard-to-fill leadership positions.</td>
</tr>
<tr>
<td>• The leader accesses district applicant pools to review options as soon as district processes permit.</td>
<td>• Select teachers describe providing the leader feedback as to gaps in their personal competency for which the leader has developed professional learning experiences.</td>
</tr>
<tr>
<td>• Informal dialogues with faculty routinely explore their interests in expanded involvement and future leadership roles.</td>
<td>• Teachers can describe transparent processes for being considered for leadership positions within the school.</td>
</tr>
<tr>
<td>• Leader has documents or processes to inform potential leaders of the tasks and qualifications involved in moving into leadership roles.</td>
<td>• Sub-ordinate leaders engage other faculty in competency building tasks that prepare them for future leadership roles.</td>
</tr>
<tr>
<td>• A succession management plan that identifies succession problems, key and hard-to-fill positions for which critical competencies have been identified, and key contacts within the school community.</td>
<td>• Other impact evidence of proficiency on this indicator.</td>
</tr>
<tr>
<td>• Other leadership evidence of proficiency on this indicator.</td>
<td></td>
</tr>
</tbody>
</table>

**Scale Levels: (choose one)** Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [] Highly Effective
- [] Effective
- [] Needs Improvement
- [] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

### Reflection Questions for Indicator 7.3

<table>
<thead>
<tr>
<th>Reflection Questions</th>
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</thead>
<tbody>
<tr>
<td><strong>Highly Effective</strong></td>
</tr>
<tr>
<td>In what ways might you further extend your reach within the district to help others throughout the district benefit from your knowledge and skill in succession management practices?</td>
</tr>
<tr>
<td>What are some of your strategies</td>
</tr>
</tbody>
</table>
What have you prepared to assist your successor when the time comes?  
you have employed that help your school get work done during vacancy periods?  
attention as you implement your succession management plan?
**Indicator 7.4 – Relationships: The leader develops sustainable and supportive relationships between school leaders, parents, community, higher education, and business leaders.**

Narrative: This is a fundamentally important skill set. Leaders get quality work done through other people. The skill set of relationship building, including networking and engaging others in a shared vision, are hallmarks of quality leaders.

**Rating Rubric**

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
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<tbody>
<tr>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
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<td>Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
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While maintaining on-site work relationships with faculty and students as a priority, the leader finds ways to develop, support, and sustain key stakeholder relationships with parent organizations, community leaders, and businesses, and mentors other school leaders in quality relationship building.

The leader has effective relationships throughout all stakeholder groups and models effective relationship building for other school leaders.

The leader systematically (e.g., has a plan, with goals, measurable strategies, and a frequent-monthly-monitoring schedule) networks with all key stakeholder groups (e.g., school leaders, parents, community members, higher education, and business leaders) in order to cultivate, support, and develop potential and emerging leaders.

Leader has effective collegial relationships with most faculty and subordinates.

The leader is inconsistent in planning and taking action to network with stakeholder groups (e.g., school leaders, parents, community members, higher education, and business leaders) to support leadership development.

Relationship skills are employed inconsistently.

The leader makes no attempt to or has difficulty working with a diverse group of people. Consequently, the leader does not network with individuals and groups in other organizations to build collaborative partnerships in support of leadership development.

**Leadership Evidence** of proficiency on this indicator may be seen in the leader’s behaviors or actions. **Illustrative examples** of such evidence may include, but are not limited to the following:

- Documentation can be provided describing the leader’s plan—with goals, measurable strategies, and a frequent-monthly-monitoring schedule—to develop sustainable and supportive relationships with key stakeholder groups in support of potential and emerging leaders.
- Documentation can be provided as to the relationships with other building leaders the leader has established in support of potential and emerging leaders within the school.
- Documentation can be provided as to the relationships with parents, community members, higher education, and business leaders the leader has established in support of potential and emerging leaders within the school.
- Other leadership evidence of proficiency on this indicator.

**Impact Evidence** of leadership proficiency may be seen in the behaviors or status of the faculty and staff. **Illustrative examples** of such evidence may include, but are not limited to the following:

- Parents report that the leader has developed sustainable and supportive relations with them in support of potential and emerging leaders at the school.
- Community members report that the leader has developed sustainable and supportive relations with them in support of potential and emerging leaders at the school.
- Higher education members within the area report that the leader has developed sustainable and supportive relations with them in support of potential and emerging leaders at the school.
- Business leaders within the area report that the leader has developed sustainable and supportive relations with them in support of potential and emerging leaders at the school.
- Other impact evidence of proficiency on this indicator.

**Scale Levels: (choose one)** Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):
### Reflection Questions for Indicator 7.4

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<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>In what ways might you further extend your reach within the district to help others throughout the district benefit from your knowledge and skill in establishing relationships among key stakeholder groups?</td>
<td>What strategies are you employing so you can share your experiences relative to establishing relationships with key stakeholders to support potential and emerging leaders?</td>
<td>In what ways are you working to establish networks with key stakeholder groups to cultivate and support potential and emerging leaders in your school?</td>
<td>How might your relationships with faculty and key stakeholder groups help to cultivate and support potential and emerging leaders in your school?</td>
</tr>
</tbody>
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Flagler County Public Schools  
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Narrative: This proficiency area aligns with Standard 8. A school is an “organization.” School leaders manage implementation of many rules, regulations, and policies. However, the “organization” is the people working together to provide learning to students. What leaders do to manage those people and the environment in which they work is the focus of this area.

**Indicator 8.1 – Organizational Skills:** The leader organizes time, tasks, and projects effectively with clear objectives, coherent plans, and establishes appropriate deadlines for self, faculty, and staff.

Narrative: Time, tasks, and projects all need organization to have the desired impact. This indicator focuses on the key aspects of organization essential to school success.

**Rating Rubric**

<table>
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<tr>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Project management documents are revised and updated as milestones are achieved or deadlines are changed. The leader understands the impact of a change in a milestone or deadline on the entire project, and communicates those changes to the appropriate people in the organization. Task and project management and tracking of deadlines are routinely monitored with an emphasis of issues related to instruction and faculty development.</td>
<td>Project management methodologies are vague or it is unclear how proposed project management tools will work together in order to help keep tasks and projects on time and within budget. The impact of changes in an action plan or deadline is inconsistently documented and communicated to people within the organization.</td>
<td>There is little or no evidence of time, task or project management focused on goals, resources, timelines, and results.</td>
</tr>
</tbody>
</table>

**Leadership Evidence** of proficiency on this indicator may be seen in the leader’s behaviors or actions. **Illustrative examples** of such evidence may include, but are not limited to the following:

- Examples of projects that have been adjusted based on the input from a variety of sources.
- Examples of timely completion of learning environment improvement projects focused on issues like safety, efficiency, effectiveness, or legal compliance.

**Impact Evidence** of leadership proficiency may be seen in the behaviors or status of the faculty and staff. **Illustrative examples** of such evidence may include, but are not limited to the following:

- Reports that require teacher input are submitted on time and in compliance with expectations.
- Sub-ordinate leaders’ records reveal specific levels of fiscal support to projects delegated to them and processes for tracking the expenses are implemented.
Examples of multiple projects and timelines managed by the leader by strategically delegating time, resources, and responsibilities.

School Improvement Plan implementation records reveal planning of tasks with clear stages of progress and timelines to measure progress.

Leadership responsibility matrix or chart describes how management of tasks and projects are allocated and reflects monitoring tasks.

School financial information showing meeting deadlines and procedures and processes for assessing the adequacy of fiscal resources budgeted to tasks. (Is there a way to recognize when funds will run short or if there will be an excess which can be repurposed?)

Examples of “systems planning tools” (e.g., tree diagram, matrix diagram, flowchart, PERT Chart, Gant Chart) are used that display the chronological interdependence of the project events that unfold over time.

Tasks and reports for parties outside the school are monitored for timely completion.

Random sampling (informal interviews) with teachers reveals consistent capacity of staff to describe ongoing projects and tasks.

Random sampling (informal interviews) with teachers reveals consistent capacity of staff to describe how school leadership monitors work in progress and due dates.

Minutes, agendas, records and/or anecdotal information from teachers reveal the preponderance of teacher meetings have clear objectives or purposes focused on system instructional goal, professional learning, or improvement planning.

School-wide teacher questionnaire results related to school management issues reflect awareness of a positive impact of organization on school operations.

Teachers are aware of time and task management processes and contribute data to them.

Other leadership evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective
[ ] Effective
[ ] Needs Improvement
[ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Reflection Questions for Indicator 8.1

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<tr>
<th>Highly Effective</th>
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<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much of your work on organization of time and projects is reactive to establish conformity with deadlines and short term situations and how much is proactive focused on creating capacity for continuous improvement? Are you able to identify and articulate to others the systemic connections between the various projects and tasks you manage?</td>
<td>To what extent are tasks and major tasks delineated in your overall project design? What might you do to emphasize the most important components over minor tasks? How do you distinguish between the support needed for high priority projects and tasks that impact student achievement or faculty development and compliance with projects that have fixed due dates for parties outside the building?</td>
<td>How do you ensure unanticipated changes do not derail or prevent completion of key projects at your school? How do you monitor whether work needed to meet deadlines is proceeding at a necessary pace?</td>
<td>What changes in your practice are needed to ensure necessary projects are identified, realistically designed, carefully implemented, and supported with sufficient time and resources? How to you distribute workloads so the appropriate people are involved and with sufficient clarity on goals and timeframes to get work done?</td>
</tr>
</tbody>
</table>
Indicator 8.2 – Strategic Instructional Resourcing: The leader maximizes the impact of school personnel, fiscal and facility resources to provide recurring systemic support for instructional priorities and a supportive learning environment.

Narrative: Resources are always limited. How well a leader does at putting resources where they are needed and when they are needed to support instructional goals is the focus here. Do teachers and students get what they need when they need it?

Rating Rubric

<table>
<thead>
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<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
<tr>
<td>The leader regularly saves resources of time and money for the organization, and proactively redeploys those resources to help the organization achieve its strategic priorities. Results indicate the positive impact of redeployed resources in achieving strategic priorities. The leader has established processes to leverage existing limited funds and increase capacity through grants, donations, and community resourcefulness.</td>
<td>The leader leverages knowledge of the budgeting process, categories, and funding sources to maximize all available dollars to achieve strategic priorities. The leader has a documented history of managing complex projects, meeting deadlines, and keeping budget commitments. The leader documents a process to direct funds to increase student achievement that is based on best practice and leveraging of antecedents of excellence in resources, time, and instructional strategies.</td>
<td>The leader sometimes meets deadlines, but only at the expense of breaking the budget; or, the leader meets budgets, but fails to meet deadlines. The leader lacks proficiency in using the budget to focus resources on school improvement priorities.</td>
<td>The leader has no clear plan for focusing resources on instructional priorities and little or no record of keeping commitments for schedules and budgets.</td>
</tr>
<tr>
<td>Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td>Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• School financial information shows alignment of spending with instructional needs. • Documents are provided to faculty that indicate clear protocols for accessing school resources. • School Improvement Plan and spending plans are aligned. • Leader’s documents reveal recurring involvement in aligning time, facility use, and human resources with priority school needs. • Schedules and calendars for use of the facility reflect attention to instructional priorities. • Other leadership evidence of proficiency on this indicator.</td>
<td>• School-wide teacher questionnaire results reveal satisfaction with resources provided for instructional and faculty development. • Staff receipt books, activity agreements, and fundraiser requests reflect priority attention to instructional needs. • Teachers can describe the process for accessing and spending money in support of instructional priorities. • Teachers can provide examples of resource problems being taken on by school leadership as a priority issue to be resolved. • Other impact evidence of proficiency on this indicator.</td>
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</table>

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective [ ] Effective [ ] Needs Improvement [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):
Reflection Questions for Indicator 8.2

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<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How would you describe the systematic method for pursuing grants, partnerships, and combining community resources you have implemented to support increases to student achievement?</td>
<td>To what extent are faculty and staff aware of your budgeting expectations? How are your budgeting expectations delineated, published, and communicated?</td>
<td>Have there been instances in which you failed to meet deadlines or where expenditures resulted in budget overruns? What did you learn from that experience and how did you apply lessons from it?</td>
<td>When resources are limited, what actions do you take as the school leader to allocate them most efficiently?</td>
</tr>
</tbody>
</table>
Indicator 8.3 – Collegial Learning Resources: The leader manages schedules, delegates, and allocates resources to provide recurring systemic support for collegial learning processes focused on school improvement and faculty development.

Narrative: Team learning is an essential element in a learning organization. Does the leader provide needed supports to collegial learning? Are barriers to success removed? Everyone working in isolation reduces the probability of improvements. Collegial processes need resource support. This indicator assesses the leader’s proficiency at providing that support.

Rating Rubric

<table>
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<tbody>
<tr>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</td>
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</tbody>
</table>

The leader leverages knowledge of the budgeting process, categories, and funding sources to maximize the impact of available dollars on collegial processes and faculty development.

Results indicate the positive impact of deployed resources in achieving a culture of deliberate practice focused on school improvement needs.

The leader has established processes to support collegial processes and faculty development through grants, business or higher education partnerships, and/or community resourcefulness.

School fiscal resources are allocated to support collegial processes and faculty development.

Clear delegations of responsibility are evident that involve highly effective faculty in sustaining collegial processes and faculty development.

The leader lacks proficiency in using budget, work schedules, and/or delegation of involvement to focus time and resources on collegial processes and faculty development.

There is a lack of sustained and focused resource allocation on these issues.

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- School financial information identifies resources employed in support of collegial learning.
- Procedures for collegial groups to reserve rooms for meetings are provided to all faculty.
- Protocol for accessing school resources to support collegial learning needs.
- School Improvement Plan reflects role(s) of collegial learning teams.
- Leader’s memorandums, e-mails, and other documents reflect support for team learning processes both on-campus and via digital participation on communities of practice.
- Master schedules are modified to promote collegial use through common planning times.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers routinely recount examples of collegial work, team learning or problem solving focused on student achievement.
- Lesson study groups, PLC’s, and other forms of collegial learning teams are operational.
- School-wide teacher questionnaire results reflect teacher participation in collegial learning groups.
- Teachers’ professional learning plans incorporate participation in collegial learning.
- Department, team, or grade level meetings devote a majority of their time to collegial learning processes.
- Other impact evidence of proficiency on this indicator.
Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:
- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
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Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Reflection Questions for Indicator 8.3

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<tr>
<th>Highly Effective</th>
<th>Effective</th>
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<th>Unsatisfactory</th>
</tr>
</thead>
</table>
| How would you describe the systematic method for pursuing grants, partnerships, and combining community resources you have implemented to support increases in the quality of collegial processes? | To what extent are faculty and staff aware of your focus on collegial processes?  
How are faculty given opportunities to request or recommend time or resource allocations that support collegial processes and faculty development? | Have there been instances in which you failed to act on opportunities to support collegial processes or faculty development?  
What did you learn from that experience and how did you apply lessons from it? | When resources are limited, what actions do you take as the school leader to reallocate them to the high impact functions like collegial processes and faculty development? |
**Narrative:** The "voice of the school" represents a core set of communication processes that shape perceptions about the school—the leader’s communications central among them. The leader must manage the "voice of the school" so clear, coherent and accurate information flows to faculty, students, and stakeholders. The perceptions of those involved in the success of the school need to be heard, acknowledged, and understood.

**Indicator 9.1 – Constructive Conversations:** The leader actively listens to and learns from students, staff, parents, and community stakeholders and creates opportunities within the school to engage students, faculty, parents, and community stakeholders in constructive conversations about important issues.

**Narrative:** Skillful "speaking" is important. So is skillful listening. People can engage in conversation on many things, but some things are more important to school improvement than others. Making sure speaking and listening occurs on the important issues is a leader’s task.

**Rating Rubric**

<table>
<thead>
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</tr>
<tr>
<td>In addition to the practices at the effective level, the highly effective leader routinely mentors others within the district to effectively employ key active listening skills (e.g. wait time, paraphrasing; asking clarifying questions) when interacting with diverse stakeholder groups about high achievement for all students.</td>
<td>The leader systematically (e.g., has a plan, with goals, measurable strategies, and a frequent-monthly-monitoring schedule) and reciprocally listens to and communicates with students, parents, staff, and community using multiple methods (i.e., oral, written, and electronic) to seek input/feedback and to inform instructional and leadership practices.</td>
<td>The leader’s involvement in regard to listening to and communicating with students, parents, staff, and community is primarily unplanned and/or initiated by others rather than the leader “reaching out.” The leader has only a few methods to seek input/feedback with the intent to inform instructional and leadership practices.</td>
<td>The leader’s visibility within the community is virtually non-existent; conducts little to no interactions with stakeholders regarding the work of the school. The leader is isolated from students, parents, staff, and community and engages in no or minimal listening to and communicating with them to seek input/feedback and inform instructional and leadership practices.</td>
</tr>
<tr>
<td>There is evidence of the leader making use of what was learned in constructive conversations with others in the leader’s subsequent actions, presentations, and adjustments to actions.</td>
<td>The leader systematically communicates with diverse stakeholders about high achievement for all students.</td>
<td>The leader’s communications with stakeholders about high achievement for all students are not carefully planned and implemented.</td>
<td>The leader avoids engaging faculty and/or stakeholders in conversations on controversial issues that need to be addressed.</td>
</tr>
</tbody>
</table>
Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Samples of communication methods used by the leader.
- A School Improvement Plan that demonstrates knowledge of the specific school community and the impact of community factors on learning needs of students and faculty.
- A school-wide plan to engage families and community in understanding student needs and participating in school improvement efforts.
- Evidence of opportunities for families to provide feedback about students’ educational experiences.
- Logs of community interaction (e.g., number of volunteers, community members in the school, telephone conversations and community presence at school activities).
- Leader writes articles for school or community newspapers.
- Leader makes presentations at PTSA or community organizations.
- Leader hosts informal “conversations” with faculty, parents, and/or business leaders to share perceptions about the school and pertinent educational issues.
- The leader can identify influential “opinion leaders” in the school community and has processes for engaging them in school improvement efforts.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Students confirm that the leader is a good listener and effectively uses a wide variety of methods of communication to describe expectations and seek input/feedback.
- Faculty members confirm that the leader is a good listener and effectively uses a wide variety of methods of communication to describe expectations and seek input/feedback.
- Parents and community members confirm that the leader is a good listener and effectively uses a wide variety of methods of communication to describe expectations and seek input/feedback.
- Local newspaper articles report involvement of school leader and faculty in school improvement actions.
- Letters and e-mails from stakeholders reflect exchanges on important issues.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

### Reflection Questions for Indicator 9.1

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How might you further expand your influence over your colleagues within the district relative to the implementation of effective listening and communication techniques?</td>
<td>What support might you provide your colleagues within the school that would help them become as capable in the area of listening and communicating as you?</td>
<td>How would you describe your efforts to implement a plan to communicate with various stakeholders within your school community?</td>
<td>How might listening with the intent to learn from students, staff, parents, and community stakeholders be beneficial to the successful operation of the school?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>What might be some of the things you are taking away from this experience that will influence your communication practice in the future?</td>
<td></td>
</tr>
</tbody>
</table>
Indicator 9.2 – Clear Goals and Expectations: The leader communicates goals and expectations clearly and concisely using Florida’s common language of instruction and appropriate written and oral skills, communicates student expectations and performance information to students, parents, and community, and ensures faculty receives timely information about student learning requirements, academic standards, and all other local, state, and federal administrative requirements and decisions.

Narrative: Proficiency in the competencies addressed in this indicator impacts success on many other indicators. The most successful school leaders are able to provide clear goals and expectations on every aspect of school operations and instructional leadership. You need to do the “school leader’s two step.” Having clear goals and expectations is step one, communicating them so others can act on them is step two.

Rating Rubric

| Highly Effective: Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders. |
| Clear evidence communication on goals and expectations is present, including open forums, focus groups, surveys, personal visits, and use of available technology. |
| Ensures that all community stakeholders and educators are aware of the school goals for instruction, student achievement, and strategies and progress toward meeting these goals. |
| The leader coaches others within the district to effectively employ the Florida common language of instruction in communicating school goals and expectations. |

| Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations. |
| The leader conducts frequent interactions with students, faculty, and stakeholders to communicate and enforce clear expectations, structures, and fair rules and procedures. |
| Utilizes a system of open communication that provides for the timely, responsible sharing of information with the school community using a variety of formats in multiple ways through different media in order to ensure communication with all members of the school community. |
| Is proficient in use of the Florida common language of instruction to align school goals with district and state initiatives. |

| Needs Improvement: Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency. |
| Expectations and goals are provided and communicated in a timely, comprehensible and actionable form regarding some student and faculty performance issues. |
| Designs a system of open communication that provides for the timely, responsible sharing of information to, from, and with the school community on goals and expectations, but it is inconsistently implemented. |
| Has a limited capacity to employ Florida’s common language of instruction in aligning school goals and expectations with district and state initiatives. |

| Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact. |
| Expectations and goals regarding student and faculty performance are not provided or are not communicated in a timely, comprehensible and actionable form. |
| The leader’s actions demonstrate a lack of understanding of the importance of establishing clear expectations, structures, rules, and procedures for students and staff. |
| Uses terms in the Florida common language of instruction incorrectly thus misleading others. |

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Evidence of visibility and accessibility (e.g., agendas of meetings, newsletters, e-mail correspondence, appointment book, etc.) is provided.
- Evidence of formal and informal systems of communication that include a variety of formats (e.g., written, oral) in multiple ways through different media (e.g., newsletter, electronic) used to communicate goals and expectations for how to accomplish the goals.
- School safety and behavioral expectations are accessible to all.
- Dissemination of clear norms and ground rules for standards-based instruction and Multi-tiered System of Supports (MTSS) is provided.
- School Improvement Plan is based on clear actionable goals.
- Leader is able to access Florida’s common language of instruction.

Impact Evidence of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Faculty routinely access www.floridastandards.org to align course content with state standards.
- Staff survey results reflect awareness and understanding of priority goals and expectations.
- Parent survey results reflect understanding of the priority academic improvement goals of the school.
- Parents’ communications to the school reflect understanding of the goals and expectations that apply to their children.
- PTSA/Booster club operations and participation addresses support for school academic goals.
- Student survey results reflect understanding of goals and expectations that apply to the students.
- Subordinate leaders use Florida’s common language of instruction.
instruction via online resources.
- Other leadership evidence of proficiency on this indicator.
- Other impact evidence of proficiency on this indicator.

**Scale Levels:** (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
- [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

---

### Reflection Questions for Indicator 9.2

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What additional strategies have you established to diffuse your practices on goals and expectations among your colleagues across the school system?</td>
<td>How might you articulate to faculty the benefits that could be gained by the school if parents and community members understood the rationale for most decisions on goals and expectations?</td>
<td>How might you improve your consistency of interactions with stakeholders regarding the work of the school? Knowing that some teachers and parents are reluctant to initiate conversations with school leaders, what strategies have you employed or considered in which you—as the leader—would initiate communication on priority goals and expectations?</td>
<td>What are your priority goals for school improvement? How do you know whether others find them clear and comprehensible?</td>
</tr>
<tr>
<td>How does feedback from key stakeholder groups inform the work of the school?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
Indicator 9.3 – Accessibility: Maintains high visibility at school and in the community, regularly engages stakeholders in the work of the school, and utilizes appropriate technologies for communication and collaboration.

Narrative: Leaders need to be seen by those they are to lead...and those who are asked to engage in rigorous effort on the leader’s goals need access to the leader. While leaders must manage their time, they must also make sure those who need access can get it in reasonable ways and timeframes. In a 21st century technological society use of social networking and other technologies to promote accessibility is a valuable leadership competency.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective: Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</th>
<th>Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</th>
<th>Needs Improvement: Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</th>
<th>Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In addition to the practices at the effective level, the leader initiates processes that promote subordinate leaders access to all through a variety of methods stressing the need for engagement with stakeholder groups. The leader serves as the “voice of the school” reaching out to stakeholders and advocating for school needs. The leader mentors other school leaders on quality processes for accessibility, engaging stakeholders, and using technologies to expand impact. Leader provides timely access to all through a variety of methods using staff and scheduling practices to preserve time on instructional priorities while providing processes to enable access for parents and community. Leader is consistently visible within the school and community focusing attention and involvement on school improvement and recognition of success. Stakeholders have access via technology tools (e.g., e-mails, phone texts, video conferencing, websites) so that access is provided in ways that do not minimize the leader’s time for instructional leadership and faculty development. Leader’s actions to be visible and accessible are inconsistent or limited in scope. Limited use of technology to expand access and involvement. Leadership is focused within the school with minimal outreach to stakeholders.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td>Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| • Leader’s work schedule reflects equivalent of two work days a week in classrooms and interacting with students and teachers on instructional issues. • Meeting schedules reflect frequency of access by various stakeholders. • Executive business partnerships engaging local business leaders in ongoing support of school improvement. • E-mail exchanges with parents and other stakeholders. • Websites or weblogs provide school messaging into the community. • Leader’s participation in community events. • Leader has established policies that inform students, faculty, parents, and community. | • School office staff have effective procedures for routing parents and stakeholders to appropriate parties for assistance and informing the leader when direct involvement of the leader is necessary. • Sub-ordinate leaders’ involvement in community events where school issues may be addressed. • “User friendly” processes for greeting and determining needs of visitors. • Newspaper accounts reflecting leader’s accessibility. • Teacher and student anecdotal evidence of ease of access • Parent surveys reflect belief that access is welcomed. • Office staff handles routine requests for access in ways that
and parents on how to get access to the leader.

- Leader monitors office staff implementation of access policies to insure timely and responsive accessibility.
- Other leadership evidence of proficiency on this indicator.

satisfy stakeholders’ needs without disrupting leader’s time on instructional issues, but gives school leader timely notice when his/her personal involvement should occur without delay.

- Other evidence of proficiency on this indicator.

**Scale Levels:** (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
- [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

---

### Reflection Questions for Indicator 9.3

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>How can you involve subordinate leaders as high visibility assets of the school?</td>
<td>What uses can you make of modern technology to deepen community engagement and expand your accessibility to all?</td>
<td>How can you assess what students, faculty, and stakeholders think of your level of accessibility?</td>
<td>What work habits would you need to change to be more visible to students, faculty, and stakeholders?</td>
</tr>
</tbody>
</table>
**Indicator 9.4 – Recognitions: The leader recognizes individuals, collegial work groups, and supporting organizations for effective performance.**

Narrative: Leading is about enabling others to succeed. Recognition of the successes and contributions of others is a key leadership function. Recognition from the leader is motivating and focusing. The recognition needed is more than “good job.” It identifies what people did to generate the success being recognized. Recognizing the way in which people succeed encourages them to continue those practices and informs others “by what methods” they may do the same.

**Rating Rubric**

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
<tr>
<td>In addition to meeting effective level criteria, the leader utilizes recognition reward, and advancement as a way to promote the accomplishments of the school. Shares the methods that lead to success with other leaders. Engages community groups in supporting and recognizing rigorous efforts to overcome past failures.</td>
<td>The leader systematically (e.g., has a plan, with goals, measurable strategies, and a frequent-monthly-monitoring schedule) recognizes individuals for praise, and where appropriate rewards and promotes based on established criteria. Recognizes individual and collective contributions toward attainment of strategic goals by focusing on what was done to generate the success being celebrated.</td>
<td>The leader uses established criteria for performance as the primary basis for recognition, and reward, but is inconsistent or untimely in doing so, with some people deserving of recognition not receiving it.</td>
<td>The leader does not celebrate accomplishments of the school and staff, or has minimal participation in such recognitions.</td>
</tr>
</tbody>
</table>

**Leadership Evidence** of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Faculty meeting agendas routinely include recognitions of progress and success on goals.
- Rigorous effort and progress points of collegial work groups are recognized and the methods they employed shared.
- Samples of recognition criteria and reward structures are utilized.
- Documents (e.g. written correspondence, awards, agendas, minutes, etc.) supporting the recognition of individuals are based on established criteria.
- Communications to community groups are arranged recognizing student, faculty, and school accomplishments.
- Other leadership evidence of proficiency on this indicator.

**Impact Evidence** of leadership proficiency may be seen in the behaviors or status of the faculty and staff. Illustrative examples of such evidence may include, but are not limited to the following:

- Teachers attest to the leader’s recognition of them as individuals and as team members.
- Teachers describe feedback from the leader that acknowledges specific instructional strengths or improvements.
- Teachers report that the leader uses a combination of methods to promote the accomplishments of the school.
- Students report both formal and informal acknowledgements of their growth.
- Bulletin boards or other media display evidence of student growth.
- Other impact evidence of proficiency on this indicator.

**Scale Levels:** (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
- [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):
Reflection Questions for Indicator 9.4

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>
| What might be some of the potential benefits that would come from you sharing your talents in this area with your colleagues in the district? | In what ways are you utilizing the recognition of failure as an opportunity to improve?  
  How do you enable those that make progress to share “by what method” they did so? | How might you compare your beliefs about the importance of providing individual and collective praise to your actual practice?  
  What do you want to be most aware of as you make future plans in this area? | As you assess the importance of acknowledging failures and celebrating accomplishments, what assumptions are guiding you? |

Domain 3: The focus is on school operations and leadership practices that integrate operations into an effective system of education.

Domain 3 - Operational Leadership  
4 Proficiency Areas – 16 Indicators  
This domain contributes 20% of the FSLA Score

Proficiency Area 6 - Decision-Making: Effective school leaders employ and monitor a decision-making process that is based on vision, mission, and improvement priorities using facts and data; manage the decision-making process, but not all decisions, using the process to empower others and distribute leadership when appropriate; establish personal deadlines for themselves and the entire organization; and use a transparent process for making decisions and articulating who makes which decisions.

Indicator 6.1 - Prioritization Practices: The leader gives priority attention to decisions that impact the quality of student learning and teacher proficiency, gathering and analyzing facts and data, and assessing alignment of decisions with school vision, mission, and improvement priorities.

Indicator 6.2 - Problem-Solving: The leader uses critical thinking and problem-solving techniques to define problems and identify solutions.

Indicator 6.3 - Quality Control: The leader maintains recurring processes for evaluating decisions for effectiveness, equity, intended and actual outcome(s); implements follow-up actions revealed as appropriate by feedback and monitoring; and revises decisions or implements actions as needed.

Indicator 6.4 - Distributive Leadership: The leader empowers others and distributes leadership when appropriate.

Indicator 6.5 - Technology Integration: The leader employs effective technology integration to enhance decision making and efficiency throughout the school. The leader processes changes and captures opportunities available through social networking tools, accesses and processes information through a variety of online resources, incorporates data-driven decision making with effective technology integration to analyze school results, and develops strategies for coaching staff as they integrate technology into teaching, learning, and assessment processes.

Proficiency Area 7 - Leadership Development: Effective school leaders actively cultivate, support, and develop other leaders within the organization, modeling trust, competency, and integrity in ways that positively impact and inspire growth in other potential leaders.

Indicator 7.1 - Leadership Team: The leader identifies and cultivates potential and emerging leaders, promotes teacher-leadership functions focused on instructional proficiency and student learning, and aligns leadership development practices with system objectives, improvement planning, leadership proficiency needs, and appropriate instructional goals.

Indicator 7.2 - Delegation: The leader establishes delegated areas of responsibility for subordinate leaders and manages delegation and trust processes that enable such leaders to initiate projects or tasks, plan, implement, monitor, provide quality control, and bring projects and tasks to closure.

Indicator 7.3 - Succession Planning: The leader plans for and implements succession management in key positions.
**Indicator 7.4 - Relationships:** The leader develops sustainable and supportive relationships between school leaders, parents, community, higher education, and business leaders.

**Proficiency Area 8 - School Management:** Effective school leaders manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment; effectively manage and delegate tasks and consistently demonstrate fiscal efficiency; and understand the benefits of going deeper with fewer initiatives as opposed to superficial coverage of everything.

- **Indicator 8.1 - Organizational Skills:** The leader organizes time, tasks, and projects effectively with clear objectives, coherent plans, and establishes appropriate deadlines for self, faculty, and staff.
- **Indicator 8.2 - Strategic Instructional Resourcing:** The leader maximizes the impact of school personnel, fiscal and facility resources to provide recurring systemic support for instructional priorities and a supportive learning environment.
- **Indicator 8.3 - Collegial Learning Resources:** The leader manages schedules, delegates, and allocates resources to provide recurring systemic support for collegial learning processes focused on school improvement and faculty development.

**Proficiency Area 9 - Communication:** Effective school leaders use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by practicing two-way communications, seeking to listen and learn from and building and maintaining relationships with students, faculty, parents, and community; managing a process of regular communications to staff and community keeping all stakeholders engaged in the work of the school; recognizing individuals for good work; and maintaining high visibility at school and in the community.

- **Indicator 9.1 - Constructive Conversations:** The leader actively listens to and learns from students, staff, parents, and community stakeholders and creates opportunities within the school to engage students, faculty, parents, and community stakeholders in constructive conversations about important issues.
- **Indicator 9.2 - Clear Goals and Expectations:** The leader communicates goals and expectations clearly and concisely using Florida’s common language of instruction and appropriate written and oral skills, communicates student expectations and performance information to students, parents, and community, and ensures faculty receive timely information about student learning requirements, academic standards, and all other local, state, and federal administrative requirements and decisions.
- **Indicator 9.3 - Accessibility:** The leader maintains high visibility at school and in the community, regularly engages stakeholders in the work of the school, and utilizes appropriate technologies for communication and collaboration.
- **Indicator 9.4 - Recognitions:** The leader recognizes individuals, collegial work groups, and supporting organizations for effective performance.
Domain 4 - Professional and Ethical Behavior

Narrative: This domain is focused on the professional integrity and dedication to excellence of the school leader. The indicators in this domain focus on behaviors essential to success as a school leader.

Narrative: There are two broad proficiency areas that are the focus of evaluation of behavior and ethics. One is approached as Proficiency Area 10 of the FSLA which is focused on Florida Principal Leadership Standard #10 (FPLS). The indicators in proficiency area 10 address resiliency, professional learning, commitment, and conduct. The other major professional behavior area, Deliberate Practice, is a separate metric, scored separately and, when combined with the overall FLSA score, generates the Leadership Practice Score.

Indicator 10.1 – Resiliency: The leader demonstrates resiliency in pursuit of student learning and faculty development by:

- staying focused on the school vision,
- reacting constructively to adversity and barriers to success,
- acknowledging and learning from errors,
- constructively managing disagreement and dissent with leadership,
- bringing together people and resources with the common belief that the organization can grow stronger when it applies knowledge, skills, and
- productive attitudes in the face of adversity.

Narrative: The lead indicator in this FSLA domain is focused on resiliency. Leadership takes strength of character and a capacity to “weather the storm(s)” to get quality results. It includes learning from mistakes and sticking with it until you get it right.

Rating Rubric

| Highly Effective: | Effective: | Needs Improvement: | Unsatisfactory: |
|------------------|-----------|-------------------|-----------------
| Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders. | Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations. | Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency. | Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact. |
| The leader builds resilience in colleagues and throughout the organization by habitually highlighting and praising “good mistakes” where risks were taken, mistakes were made, lessons were learned, and both the individual and the organization learned for the future. The leader encourages constructive dissent in which multiple voices are encouraged and heard; the final decision is made better and more broadly supported as a result. The leader is able to bounce back quickly from adversity while remaining focused on the vision of the organization. The leader offers frank | The leader readily acknowledges personal and organizational failures and offers clear suggestions for personal learning. The leader uses dissent to inform final decisions, improve the quality of decision-making, and broaden support for his or her final decision. The leader admits failures quickly, honestly, and openly with direct supervisor and immediate colleagues. Non-defensive attitude exists in accepting feedback and discussing errors and failures. There is evidence of learning from past errors. Defined structures and processes are in | The leader is able to accept evidence of personal and organizational failures or mistakes when offered by others, but does not initiate or support the evidence gathering. Some evidence of learning from mistakes is present. The leader tolerates dissent, but there is very little of it in public. The leader sometimes implements unpopular policies unenthusiastically or in a perfunctory manner. The leader tolerates dissent, but there are minimal to no systemic processes to enable revision of levels of engagement, mental models, and/or misconceptions. The leader is aware of | The leader is unwilling to acknowledge errors. When confronted with evidence of mistakes, the leader is defensive and resistant to learning from mistakes. The leader ignores or subverts policy decisions or initiatives focused on student learning or faculty development that are unpopular or difficult. Dissent or dialogue about the need for improvements is absent due to a climate of fear and intimidation and/or apathy. No evidence or reference to previous leadership evaluations is present in the leader’s choices of tasks and priorities. |
Flagler County Public Schools
2015-2016 Administrator Evaluation System
<table>
<thead>
<tr>
<th>Leadership Evidence</th>
<th>Impact Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>The leader offers frank acknowledgement of prior personal and organizational failures and clear suggestions for system-wide learning resulting from those lessons. The influence of previous evaluations has a positive impact not only on the leader, but on the entire organization.</td>
<td>Faculty, staff, parents, and community members express perceptions that their concerns and dissent receive fair consideration and are welcome input from the leader even when they disagree with policies or practices being implemented.</td>
</tr>
<tr>
<td>The leader builds resilience in colleagues and throughout the organization by habitually highlighting and praising “good mistakes” where risks were taken, mistakes were made, lessons were learned, and both the individual and the organization learned for the future.</td>
<td>Faculty or students share anecdotes of practices/policies they previously challenged or resisted but, due to principal’s resilience, they have changed ways of working without acting in dysfunctional or harmful ways to others within the organization.</td>
</tr>
<tr>
<td>The leader demonstrates willingness to question district authority and policy leaders appropriately with evidence and constructive criticism, but once a district decision is made, fully supports, and professionally implements organizational policy and leadership decisions.</td>
<td>The principal’s resilience in pursuit of school improvements has generated a school climate where faculty and staff feel comfortable voicing concerns and disagreements and perceive that their concerns are treated as a basis for deepening understanding.</td>
</tr>
<tr>
<td>The leader recognizes and rewards thoughtful dissent.</td>
<td>Previously resisted policies and practices are now perceived by faculty or students as appropriate and are being implemented with fidelity.</td>
</tr>
<tr>
<td>The leader’s previous evaluations are explicitly reflected in projects, tasks, and priorities.</td>
<td>Results of staff, student, or community questionnaire regarding the leader’s vision and impact on school improvement efforts.</td>
</tr>
<tr>
<td>The leader offers evidence of learning from dissenting views. Improvement plans reflect changes in leadership practices. (either from one year to the next or amending of current plans based on new insights).</td>
<td>Changes advocated by the leader and implemented despite resistance have had a positive impact on student growth.</td>
</tr>
<tr>
<td>The leader accepts and implements leadership and policy with fidelity and district and state initiatives are represented by the leader in a thorough way citing the student data, research base, and performance goals relevant to these initiatives.</td>
<td>Faculty and staff describe the school leader as unwavering in commitment to raising student achievement.</td>
</tr>
<tr>
<td>Other leadership evidence of proficiency on this indicator.</td>
<td>Other impact evidence of proficiency on this indicator.</td>
</tr>
</tbody>
</table>

**Scale Levels:** (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
- [ ] Unsatisfactory

**Evidence Log** (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

**Reflection Questions for Indicator 10.1**

<table>
<thead>
<tr>
<th>Highly effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What additional insights are you seeing in the leader’s behaviors or actions?</td>
<td>How might you reconcile your previous evaluations, but has not translated them into an action plan?</td>
<td>When or how is it appropriate to revise district policies?</td>
<td>How do you deal with decisions that are not supported by the community?</td>
</tr>
</tbody>
</table>

Flagler County Public Schools
2015-2016 Administrator Evaluation System
| Gaining about the challenges of reconciling points of view disagreements and fully supporting and executing organizational policy and leadership decisions? | Opinions with final decisions in supporting and implementing organizational policy and leadership decisions? 
How can you help your staff grow to acknowledge and implement systems for gaining multiple perspectives in decision-making? | Challenge policy and leadership decisions, if at all? 
What leadership practices, structures, and processes could you put in place that would help staff know that dissent is welcomed as part of an informed decision-making process? | With which you are uncomfortable? Do you think about the impact when unpopular or difficult policy decisions are undermined, ignored, or executed with public disagreement or lack of enthusiasm from yourself or your staff? 
What needs to be done to establish enough trust that faculty and staff feel free to present opposing views with you in an open, sharing way? |
Indicator 10.2 – Professional Learning: The leader engages in professional learning that improves professional practice in alignment with the needs of the school and system and demonstrates explicit improvement in specific performance areas based on previous evaluations and formative feedback.

Narrative: Professional learning is addressed in several FSLA indicators, each from a different perspective. Indicator 4.5 is focused on what the leader does to engage faculty in meaningful professional learning (which includes being involved in what the faculty is learning). Indicator 4.4 focuses on professional learning needed to implement priority initiatives. Indicator 4.6 addresses alignment of faculty professional learning with improvement of instruction. The Deliberate Practice metric concentrates on a very few issues where the leader drives for deep learning and personal mastery of a few “thin slices.” Indicator 10.2 is focused on the impact of the leader’s professional learning – does the leader’s learning result in improved performance?

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective: Leader's actions or impact of leader's actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</th>
<th>Effective: Leader's actions or impact of leader's actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</th>
<th>Needs Improvement: Leader's actions or impact of leader's actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</th>
<th>Unsatisfactory: Leader's actions or impact of leader's actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance improvements linked to professional learning are shared with other leaders thus expanding impact.</td>
<td>The leader routinely shows improvement in areas where professional learning was implemented.</td>
<td>The leader demonstrates some growth in some areas based on professional learning.</td>
<td>There is no or only minimal impact of professional learning on the leader's performance.</td>
</tr>
<tr>
<td>The leader approaches every professional learning opportunity with a view toward multidimensional impact.</td>
<td>The leader engages in professional learning that is directly linked to organizational needs.</td>
<td>The leader actively participates in professional learning, but it is reflective of a personal agenda rather than addressing the strategic needs of the organization.</td>
<td>The leader might introduce a professional learning program, but does not participate in the learning activities along with the staff.</td>
</tr>
<tr>
<td>Knowledge and skills are shared throughout the organization and with other departments, schools, and districts.</td>
<td>The priority is given to building on personal leadership strengths.</td>
<td>The leader attends professional learning for colleagues, but does not fully engage in it and set an example of active participation.</td>
<td>The leader is not strategic in planning a personal professional learning focus aligned with the school or district goals.</td>
</tr>
<tr>
<td>Rather than merely adopting the tools of external professional learning, this leader creates specific adaptations so that learning tools become part of the culture of the organization and are “home-grown” rather than externally generated.</td>
<td>The leader personally attends and actively participates in the professional learning that is required of other leaders in the organization.</td>
<td>Even on those rare occasions when the leader engages in professional learning, the purpose appears to be merely collecting information rather than reflecting on it and applying it to the organization. Professional learning is an expense, not an investment in constructive improvements.</td>
<td></td>
</tr>
<tr>
<td>The leader provides evidence of leverage, applying each learning opportunity throughout the organization. This leader creates forms, checklists, self-assessments, and other tools so that concepts learned in professional development are applied in the daily lives of teachers and leaders throughout the organization.</td>
<td>The leader personally attends and actively participates in the professional learning required of teachers.</td>
<td>The leader has given intellectual assent to some important learning experiences, but can give only a few specific examples of application to the organization.</td>
<td></td>
</tr>
<tr>
<td>Leadership Evidence of proficiency on this indicator may be seen in the leader's behaviors or actions. Illustrative examples Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students, and/or</td>
<td>There is clear evidence of the actual application of personal learning in the organization. Where learning has not been applied within the organization, this leader rigorously analyzes the cause for this and does not continue investing time and money in professional learning programs that lack clear evidence of success when applied in the organization.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Illustrative examples of such evidence may include, but are not limited to the following:

- The leader is an active participant in professional learning provided for faculty.
- The leader's professional growth plan includes professional learning topics that are directly linked to the needs of the school or district.
- Evidence the leader has applied lessons learned from the research to enhance personal leadership practices.
- Case studies of action research shared with subordinates and/or colleagues.
- Forms, checklists, self-assessments, and other learning tools the leader has created that help the leader apply concepts learned in professional development.
- Membership and participation in professional learning provided by professional organizations.
- The leader shares professional learning with other school leaders.
- Other leadership evidence of proficiency on this indicator.
- Teachers' anecdotal evidence of the leader's support for and participation in professional learning.
- The frequency with which faculty members are engaged in professional learning with the school leader.
- Changes in student growth data, discipline data, etc., after the leader's professional development.
- Teachers can articulate professional learning shared by the leader after the leader's professional learning was implemented.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
- [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

Reflection Questions for Indicator 10.2

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What has been most effective in creating a focus on professional learning? How might you lead this effort across the district? How have you synthesized new professional learning into existing learning for more sophisticated application? How have you applied this learning to support and encourage the growth of other leaders? How will you leverage your professional learning throughout the school, district, and beyond?</td>
<td>To what degree do you explicitly identify the focus areas for professional development in faculty and grade level/department meetings? How will you determine whether application of your own professional learning is impacting student achievement and the school as a whole? How are you adjusting application when clear evidence of success is not apparent?</td>
<td>How are you investing your professional learning and applying it to your school on daily basis? How do you apply this learning in multiple leadership venues?</td>
<td>What steps can you take to participate in professional learning focused on school and district goals with your staff?</td>
</tr>
<tr>
<td>To what degree do you explicitly identify the focus areas for professional development in faculty and grade level/department meetings?</td>
<td>How are you investing your professional learning and applying it to your school on daily basis? How do you apply this learning in multiple leadership venues?</td>
<td>What steps can you take to begin to apply professional learning to your daily work?</td>
<td>What steps can you take to participate in professional learning focused on school and district goals with your staff?</td>
</tr>
</tbody>
</table>

Plainger County Public Schools
2015-2016 Administrator Evaluation System
Indicator 10.3 – Commitment: The leader demonstrates a commitment to the success of all students, identifying barriers and their impact on the well-being of the school, families, and local community.

Narrative: Leaders are committed to carrying out the role of school leader in ways that benefit others: Students – faculty – community. Barriers to having that impact are not seen as reasons to give up but as problems to be solved.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective: Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</th>
<th>Effective: Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</th>
<th>Needs Improvement: Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</th>
<th>Unsatisfactory: Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The messaging and support systems of the effective principal are expanded to engage parents and the community at large in participating in actions that promote student success and mitigate or eliminate multiple barriers to success. The principal’s actions on behalf of students form a foundation of mutual respect between students, faculty and the community.</td>
<td>There are programs and processes within the school that focus all students on the importance of success in school and multiple tiers of support to assist them in overcoming barriers to success. Positive slogans and exhortations to succeed are supported with specific and realistic guidance and supports on how to succeed and overcome barriers. The schools vision of success for all students is shared with the community at large.</td>
<td>The leader demonstrates professional concern for students and for the development of the student’s potential but implementation of processes to identify barriers to student success have limited scope and have resulted in actions to mitigate those barriers and provide supports for success only for some students. There are gaps in processes that engage all faculty in understanding the student population and the community in which they live. Some student sub-groups do not perceive the school as focused on their best interests.</td>
<td>Other than slogans and exhortations to do better, there is minimal or no evidence of principal leadership being employed to implement the FEAPs and FPLS for the benefit of students in the school, and the leader is not perceived by staff, students, or community as a sincere and effective advocate for the students.</td>
</tr>
</tbody>
</table>

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Agenda, memorandum, and other documents show a recurring emphasis on student success with specific efforts to remove barriers to success.
- Agenda, memorandum, and other documents show a recurring emphasis on deepening faculty understanding of the students and the community in which they live.
- The leader can describe the challenges present in the students’ lives and provide specific examples of efforts undertaken to support student success.
- Barriers to student achievement or faculty development are identified in the SIP, and strategies are implemented to address them.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Student results show growth in all sub-groups.
- Faculty members’ anecdotal evidence describes a leader focused on and committed to student success.
- Parent and community involvement in student supports are plentiful and address the needs of a wide range of students.
- Student work is commonly displayed throughout the community.
- News reports in local media draw attention to positive actions of students and school.
- Other impact evidence of proficiency on this indicator.

Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

- [ ] Highly Effective
- [ ] Effective
- [ ] Needs Improvement
- [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):
Reflection Questions for Indicator 10.3

<table>
<thead>
<tr>
<th>Highly Effective</th>
<th>Effective</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>What actions are needed to sustain the role of the school in generating a community wide effort to insure students succeed?</td>
<td>What outreach can you initiate to expand the involvement of parents and community leaders in supporting student success and deepening understanding of the barriers and actions that mitigate them?</td>
<td>Have you presented an effective challenge to perceptions that student apathy or lack of parent involvement are acceptable explanations for lack of success by some students or sub-groups?</td>
<td>Do you know enough about the students and the community in which they live to recognize the barriers that prevent success by all of the students?</td>
</tr>
</tbody>
</table>
Indicator 10.4 – Professional Conduct. The leader Adheres to the Code of Ethics (Rules 6B-1.001) of the Education Profession in Florida and to the Principles of Professional Conduct for the education profession (Rules 6B-1.006, F.A.C.).

Narrative: State Board Rules define specific expectations for the conduct and ethical behaviors for Florida educators.

Rating Rubric

<table>
<thead>
<tr>
<th>Highly Effective:</th>
<th>Effective:</th>
<th>Needs Improvement:</th>
<th>Unsatisfactory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.</td>
<td>Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.</td>
</tr>
</tbody>
</table>

There is clear, convincing, and consistent evidence that the school leader abides by the spirit, as well as the intent, of policies, laws, and regulations that govern the school and the education profession in the state of Florida, and inspires others within the organization to abide by that same behavior.

The leader clearly demonstrates the importance of maintaining the respect and confidence of his or her colleagues, of students, of parents, and of other members of the community, as a result the leader achieves and sustains the highest degree of ethical conduct and serves as a model for others within the district.

The leader values the worth and dignity of all people, the pursuit of truth, devotion to excellence (i.e., sets high expectations and goals for all learners, then tries in every way possible to help students reach them) acquisition of knowledge, and the nurture of democratic citizenship.

The leader’s primary professional concern is for the student and for the development of the student’s potential. Therefore, the leader acquires the knowledge and skills to exercise the best professional judgment and integrity.

The leader demonstrates the importance of maintaining the respect and confidence of his or her colleagues, of students, of parents, and of other members of the community. As a result the leader adheres to the prescribed ethical conduct.

The leader’s behaviors enable recurring misunderstanding and misperceptions about the leader’s conduct and ethics as expressed in the Code and Principles.

There are segments of the school community whose developmental needs are not addressed and leadership efforts to understand and address those needs is not evident.

The leader has only a general recollection of issues addressed in the Code and Principles and there is limited evidence that the school leader abides by the spirit, as well as the intent, of policies, laws, and regulations that govern the school and the education profession in the state of Florida.

Leadership Evidence of proficiency on this indicator may be seen in the leader’s behaviors or actions. Illustrative examples of such evidence may include, but are not limited to the following:

- Samples of written feedback from teachers regarding the leader’s judgment and/or integrity on issues related to the learning environment, instructional improvement or school organization.
- Samples of written feedback provided by parents regarding the leader’s judgment and/or integrity on issues related to the learning environment, instructional improvement or school organization.
- School improvement plan’s focus on student success and evidence of actions taken to accomplish such plans.
- School safety and behavioral expectations promoted by the leader for the benefit of students.
- Other leadership evidence of proficiency on this indicator.

Impact Evidence of leadership proficiency may be seen in the behaviors or actions of the faculty, staff, students and/or community. Illustrative examples of such evidence may include, but are not limited to the following:

- Teacher, student, parent anecdotal evidence reflecting respect for the principal’s ethics and conduct.
- Recognition by community and parent organizations of the principal’s impact as a role model for student and adults in the community.
- Parent or student questionnaire results.
- Other impact evidence of proficiency on this indicator.
Scale Levels: (choose one) Where there is sufficient evidence to rate current proficiency on this indicator, assign a proficiency level by checking one of the four proficiency levels below. If not being rated at this time, leave blank:

[ ] Highly Effective  [ ] Effective  [ ] Needs Improvement  [ ] Unsatisfactory

Evidence Log (Specifically, what has been observed that reflects current proficiency on this indicator? The examples above are illustrative and do not reflect an exclusive list of what is expected):

---

**Reflection Questions for Indicator 10.4**

**Highly Effective:** Leaders’ actions or impact of leader’s actions relevant to this indicator exceed effective levels and constitute models of proficiency for other leaders.

How might you expand your influence within the district so that others achieve and sustain your high degree of ethical conduct?

**Effective:** Leader’s actions or impact of leader’s actions relevant to this indicator are sufficient and appropriate reflections of quality work with only normal variations.

What might be some strategies you could pursue that would inspire others within the organization to demonstrate your level of ethical behavior?

**Needs Improvement:** Leader’s actions or impact of leader’s actions relevant to this indicator are evident but are inconsistent or of insufficient scope or proficiency.

How might you be more overt in demonstrating that you abide by the spirit, as well as the intent, of policies, laws, and regulations that govern the school and the education profession in the state of Florida?

**Unsatisfactory:** Leader’s actions or impact of leader’s actions relevant to this indicator are minimal or are not occurring, or are having an adverse impact.

In what ways are you demonstrating that you abide by the spirit, as well as the intent, of policies, laws, and regulations that govern the school and the education profession in the state of Florida?

---

**Domain 4: The focus is on the leader’s professional conduct and leadership practices that represent quality leadership.**

**Domain 4 - Professional and Ethical Behaviors**

1 Proficiency Area – 4 Indicators

This domain contributes 20% of the FSLA Score

**Proficiency Area 10 - Professional and Ethical Behaviors:** Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader by staying informed on current research in education and demonstrating their understanding of the research, engage in professional development opportunities that improve personal professional practice and align with the needs of the school system, and generate a professional development focus in their school that is clearly linked to the system-wide strategic objectives.

**Indicator 10.1 – Resiliency:** The leader demonstrates resiliency in pursuit of student learning and faculty development by staying focused on the school vision and reacting constructively to adversity and barriers to success, acknowledging and learning from errors, constructively managing disagreement and dissent with leadership, and bringing together people and resources with the common belief that the organization can grow stronger when it applies knowledge, skills, and productive attitudes in the face of adversity.

**Indicator 10.2 - Professional Learning:** The leader engages in professional learning that improves professional practice in alignment with the needs of the school and system and demonstrates explicit improvement in specific performance areas based on previous evaluations and formative feedback.

**Indicator 10.3 – Commitment:** The leader demonstrates a commitment to the success of all students, identifying barriers and their impact on the well being of the school, families, and local community.

**Indicator 10.4 - Professional Conduct:** The leader adheres to the Code of Ethics of the Education Profession in Florida (Rule 6B-1.001, F.A.C.) and to the Principles of Professional Conduct for the Education Profession (Rule 6B-1.006, F.A.C.).
3. **Other Indicators of Performance**

In Flagler County, the “other indicators of performance” section is linked to “Principal Deliberate Practice” components. In this section, Administrators are able to select two measures that they will focus on for the school year (principal pick) and have those measures weighted at 36 points apiece (72 points total). This comprises 72 points or 9% of the administrator’s total evaluation score.
Flagler County Principal Deliberate Practice Rubric #1

Administrators shall set 2 rubrics for their deliberate practice. Print this sheet off twice and set two goals that are measurable, manageable, and attainable. All goals should be linked to student achievement.

Targeted Group (all students/level 1 students/specific demographic):
______________________________________________________________________________

Target Value :
______________________________________________________________________________

Actual Value for Group: _____________________________

Difference between Target & Actual Value (measured when data returns):

Data should be measurable, manageable, and attainable.

<table>
<thead>
<tr>
<th>Deliberate Practice Measure</th>
<th>Rubric Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group average is ABOVE the target by _____ points</td>
<td>4.0</td>
</tr>
<tr>
<td>Group average is ABOVE the target</td>
<td>3.5</td>
</tr>
<tr>
<td>Group average is within ____ points of the target</td>
<td>3.0</td>
</tr>
<tr>
<td>Group average is within ____ points of the target</td>
<td>2.5</td>
</tr>
<tr>
<td>Group average is within ____ points of the target</td>
<td>2.0</td>
</tr>
<tr>
<td>Group average is within ____ points of the target</td>
<td>1.5</td>
</tr>
<tr>
<td>Group average is BEYOND ____ points of the target</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Rubric Score = _________ X 9 weighting = _________ total points

Total points shall not exceed 36 points per Rubric (Two Rubrics Required Per Year)
Flagler County Principal Deliberate Practice Rubric #2

Administrators shall set 2 rubrics for their deliberate practice. Print this sheet off twice and set two goals that are measurable, manageable, and attainable. All goals should be linked to student achievement

Targeted Group (all students/level 1 students/specific demographic):

______________________________________________________________________________

Target Value:

______________________________________________________________________________

Actual Value for Group: ___________________________________________

Difference between Target & Actual Value (measured when data returns):

________

Data should be measurable, manageable, and attainable.

<table>
<thead>
<tr>
<th>Deliberate Practice Measure</th>
<th>Rubric Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group average is <strong>ABOVE</strong> the target by _____ points</td>
<td>4.0</td>
</tr>
<tr>
<td>Group average is <strong>ABOVE</strong> the target</td>
<td>3.5</td>
</tr>
<tr>
<td>Group average is within ____ points of the target</td>
<td>3.0</td>
</tr>
<tr>
<td>Group average is within ____ points of the target</td>
<td>2.5</td>
</tr>
<tr>
<td>Group average is within ____ points of the target</td>
<td>2.0</td>
</tr>
<tr>
<td>Group average is within ____ points of the target</td>
<td>1.5</td>
</tr>
<tr>
<td>Group average is <strong>BEYOND</strong> ____ points of the target</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Rubric Score = ________ X 9 weighting = ________ total points

Total points shall not exceed 36 points per Rubric (Two Rubrics Required Per Year)
FSLA Process

The Florida School Leader Assessment

Districts implement the Florida School Leader Assessment (FSLA) processes listed below to provide:

- **Guides to self-reflection** on what’s important to success as a school leader
- **Criteria for making judgments** about proficiency that are consistent among raters
- **Specific and actionable feedback** from colleagues and supervisors focused on improving proficiency
- **Summative evaluations** of proficiency and determination of performance levels
4. **Summative Evaluation Score**

**Professional Practices:** 328 points Maximum (41% of evaluation)  
**VAM/SPI/School Scores:** 400 points Maximum (50% of evaluation)  
**Deliberate Practice:** 72 points Maximum (2 measures) (9% of evaluation)
<table>
<thead>
<tr>
<th>Domain</th>
<th>Weight</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Total</th>
<th>Sum of Domains</th>
<th>Possible Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Domain 1: Student Achievement</strong></td>
<td></td>
<td></td>
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<tr>
<td>1.1 Academic Standards</td>
<td>3.5</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>1.2 Performance Data</td>
<td>3.5</td>
<td></td>
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<td></td>
<td></td>
<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>1.3 Planning and Goal Setting</td>
<td>3.5</td>
<td></td>
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<td></td>
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<td>3.5</td>
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<tr>
<td>1.4 Student Achievement Results</td>
<td>3.5</td>
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<td></td>
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<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td><strong>Domain 2: Instructional Leadership</strong></td>
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<tr>
<td>2.1 Learning Organization</td>
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<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>2.2 School Climate</td>
<td>3.5</td>
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<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>2.3 High Expectations</td>
<td>3.5</td>
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<td>3.5</td>
<td>60</td>
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<tr>
<td>2.4 Student Performance Focus</td>
<td>3.5</td>
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<td></td>
<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td><strong>Domain 3: Organizational Leadership</strong></td>
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<tr>
<td>3.1 Organization Skills</td>
<td>3.5</td>
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<td></td>
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<td></td>
<td></td>
<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>3.2 Strategic Instructional Resources</td>
<td>3.5</td>
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<td></td>
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<td></td>
<td></td>
<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>3.3 Technology Integration</td>
<td>3.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>3.4 Leadership Team</td>
<td>3.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>3.5 Delegation</td>
<td>3.5</td>
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<td></td>
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<td></td>
<td>3.5</td>
<td>60</td>
</tr>
<tr>
<td>3.6 Succession Planning</td>
<td>3.5</td>
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<td><strong>Sum of All Domains</strong></td>
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Flagler County Schools
Leader Evaluation
Calculation Form

Flagler County Public Schools
2015-2016 Administrator Evaluation System
5. **Additional Requirements**

**Input Mechanisms**

Area Superintendents will be responsible for the evaluation of all K-12 principals. Principals will be responsible for the assistant principals who work in their schools. The Superintendent’s Executive Directors will be responsible for evaluating the principals in all schools, as well as for the Technical Centers that fall under their areas of responsibility. All school administrators will be evaluated no less than once a year. The evaluation system for school administrators included opportunities for parents to provide input into performance evaluations when the district determines such input is appropriate, and a description of the criteria for inclusion, and the manner of inclusion of parental input. Other input for the school principal evaluation has may be taken from the surveys connected to the school improvement process. The school principals are able to choose from district surveys or customize the survey to meet the interests of the school or school community. Surveys are developed to seek information consistent with the school leadership evaluation system with the assistance of representative school leaders. Surveys may be available to students, parents, and support personnel. Evaluating administrators may request input from district staff as needed or when an area of weakness has been identified that will require coaching or mentoring. The results of the surveys would be reflected in Domain 5.

**Evaluation Steps**

**Step 1: Orientation:** The orientation step can occur at the start of a new work year, at the start of a new school year, or at the start of assignment (or new assignment) as a principal. The depth and detail of orientation may vary based on prior training and whether changes in evaluation model have occurred, but an annual orientation or re-fresher orientation will occur. The orientation step should include:

- The District will provide orientation and training on the Florida Principal Leadership Standards (FPLS), Student Success Act, applicable State Board of Education rules, Race To The Top (RTTT) requirements, and specific expectations that are subject to the evaluation system.
- All administrators and evaluators will have access to the content and processes that are subject to the evaluation system. All administrators and evaluators will have access to the same information and expectations. This may be provided by the administrator’s review of district valuation documents, online modules, mentor sessions, or face-to-face training where awareness of district processes and expectations are identified.
- At the orientation step, each school administrator is expected to engage in personal reflection on the connection between his/her practice and the FPLS and the Domains and elements in the evaluation system. This is a “what do I know and what do I need to know” self-check aligned with the FPLS and the evaluation system indicators.

**Step 2: Pre-evaluation Planning:** After orientation processes, the administrator and evaluator prepare for a formal conference to address evaluation processes and expectations. Two things occur:

- Administrator’s self-assessment from the orientation step moves to more specific identification of improvement priorities. These may be student achievement priorities or leadership practice priorities. The administrator gathers any data or evidence that supports an issue as an improvement priority. This may include Data Dialogue information ~ School Improvement Plan
(SIP), student achievement data, prior faculty evaluations, and evidence of systemic processes that need work.

- The evaluator articulates a perspective on strengths and growth needs for the administrator and for student achievement issues at the school.

**Step 3: Initial Meeting between administrator and evaluator:** A meeting on “expectations” held between administrator and evaluator to address the following:

- Evaluation processes are reviewed and questions answered.
- Perceptions (of both) from Pre-evaluation Planning are shared.
- Domain and Elements from evaluation system that will be focus issues are identified and discussed.
- Student growth measures that are of concern are discussed.
- Relationship of evaluation indicators to the SIP, student achievement and District supported initiatives are discussed.
- Proposed elements for Deliberate Practice (additional metric) are discussed and determined, or a timeframe for selection of Deliberate Practice elements are set. While a separate meeting or exchange of information may be implemented to complete the Deliberate Practice targets, they should be discussed at the Step 3 Conference given their importance to the administrator’s growth and the summative evaluation.

**Step 4: Monitoring, Data Collection, and Application to Practice:** Evidence is gathered that provides insights on the administrator’s proficiency on the issues in the evaluation system by those with input into the administrator’s evaluation.

- The administrator shares with evaluator evidence of practice on which the administrator seeks feedback or wants the evaluator to be informed.
- The evaluator accumulates data and evidence on administrator’s actions or impact of administrator’s actions during the routine conduct of work. Such data and evidence may come from site visits, be provided by the administrator, from formal or informal observations, or from evidence, artifacts or input provided by others. The accumulated information is analyzed in the context of the evaluation system indicators.
- As evidence and observations are obtained that generate specific and actionable feedback, it is provided to the administrator in a timely manner. Feedback may be provided face-to-face, via iObservation forms, via email or telephone, or via memoranda.
- Collegial groups, mentors, communities of practice (CoPs), professional learning communities (PLCs), and lesson study groups in which the administrator participates may provide specific and actionable feedback for proficiency improvement.
- These monitoring actions occur before and continue after the mid-year Progress Check (step 5).

**Step 5: Mid-year Progress Review between administrator and evaluator:** At a mid-year point, a progress review is conducted.

- Actions and impacts of actions taken on priorities identified in Step 3 Initial Meeting are reviewed.
- Any indicators which the evaluator has identified for a specific status update are reviewed. (The administrator is given notice of these indicators prior to the Progress Check, as the feedback expected is more specific than that for the general indicator overview.)
- The administrator is prepared to provide a general overview of actions/processes that apply to all of the domains and proficiency areas and may include any of the indicators in the district system. Any indicator that the evaluator or the administrator wishes to address should be included.
- Strengths and progress are recognized.
• Priority growth needs are reviewed.
• Where there is no evidence related to an element and no interim judgment of proficiency can be provided, a plan of action must be made:
  o If the evaluator decides that the absence of evidence indicates unsatisfactory proficiency because actions or impacts of action should be evident if administrator was proficient, the administrator is provided notice that the element(s) will be addressed in a follow-up meeting.
  o The absence of evidence is explained by lack of opportunity for the evaluator to note anything relevant, and administrator is asked to provide follow-up data on the element prior to the year-end conference.
  o The lack of evidence on one element is balanced by substantial evidence on other elements in the same proficiency area. No follow-up is required until evidence supporting a Developing (D), Beginning (B) or Not Using (NU) rating emerges.
• Any actions or inactions which might result in an unsatisfactory rating on a domain or element area if not improved are communicated.
• Any element(s) for which there is insufficient evidence to rate proficiency at this stage, but which will be a priority for feedback in remainder of the year, are noted.
• The Evaluation Form is used to provide feedback on all indicators for which there is sufficient evidence to rate proficiency. Notes or memorandums may be attached to the forms as appropriate to reflect what is communicated in the Progress Check.

**Step 6: Prepare a preview of the final Instructional Practice evaluation:** The summative evaluation form is prepared by the evaluator and a performance rating assigned.
• Consider including relevant and appropriate evidence by any party entitled to provide input into the administrator’s evaluation.
• Review evidence on administrator’s proficiency on elements.
• Use accumulated evidence and ratings on elements to rate each Domain.
• Consolidate the ratings on the elements into Domain ratings.
• Consolidate Domain ratings, using weights, to calculate an instructional practice score.

**Step 7: Year-end Meeting between administrator and evaluator:** The year-end meeting addresses the Leadership Practice Score and Student Growth Measures.
• The overall ratings of the elements are reviewed and a Status Score assigned.
• The administrator’s growth on the Deliberate Practice elements is reviewed and a Deliberate Practice Score assigned.
• The Status Score and Deliberate Practice Score are combined (as per Weighting formula) to generate a Leadership Practice Score.
• If the Student Growth Measurement (SGM) score is known, inform the administrator how the Leadership Practice Score and SGM Score combine to a summative performance level of Highly Effective, Effective, Needs Improvement, or Unsatisfactory.
• If SGM score is not known, inform administrator of possible performance levels based on known Leadership Practice Score and various SGM outcomes.
• If recognitions or employment consequences are possible based on performance level, inform administrator of District process moving forward.
• Review priority growth issues that should be considered at next year’s Step 2 and Step 3 processes.
• Those administrators who receive an overall evaluation below Effective will be placed on a 90 day probationary period with performance goals and professional development built into a Success Plan during the probationary period.
• Data collection of the evaluation results will drive professional development by identifying areas of deficiencies.

Requirements for Reporting

Florida Statute 1012.34(6) requires school boards to establish a procedure for annually reviewing instructional personnel and school administrator evaluations and assessment systems to determine compliance with expectations for teacher and principal evaluation. Additionally the approved system must be reviewed and approved by the school board before being used to evaluate instructional personnel or school administrators. Director of Human Resources in October of each year, will review the results of the evaluations for consistency in the two measures school by school, and a report will be made to the Superintendent, and to the school board no later than December of each year, including any necessary adjustments that will need to be made through training and support for principals or teachers who are in need of assistance.
6. District Evaluation Procedures

Upon receipt of VAM scores from the FL Department of Education, each school Principal receives a spreadsheet, containing a list of their instructional and administrative staff, to enter and submit the final DOE evaluation code and SLG code. This report is then reviewed by the district’s Director of Research and Growth and reviewed with the district school superintendent for the purpose of reviewing the employee’s contract. This process is also utilized for reporting and reviewing School Leader evaluations.

Evaluatees meet within ten days with their evaluator to review and discuss the evaluation findings. The evaluation reporting form includes an area for signatures and comments. This document becomes a permanent record in the employee’s personnel file.

If, upon review of the final evaluation scores, a less that Effective evaluation score is reported, then written notification is sent to the employee and filed in their personnel file. After each evaluation reporting period scores are monitored for less than Effective scores and necessary action is taken if warranted by statute as follows:

1012.33 Contracts with instructional staff, supervisors, and school principals.—

(1)(a) Each person employed as a member of the instructional staff in any district school system shall be properly certified pursuant to s. 1012.56 or s. 1012.57 or employed pursuant to s. 1012.39 and shall be entitled to and shall receive a written contract as specified in this section. All such contracts, except continuing contracts as specified in subsection (4), shall contain provisions for dismissal during the term of the contract only for just cause. Just cause includes, but is not limited to, the following instances, as defined by rule of the State Board of Education: immorality, misconduct in office, incompetency, two consecutive annual performance evaluation ratings of unsatisfactory under s. 1012.34, two annual performance evaluation ratings of unsatisfactory within a 3-year period under s. 1012.34, three consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under s. 1012.34

(3) A professional service contract shall be renewed each year unless:

(a) The district school superintendent, after receiving the recommendations required by s. 1012.34, charges the employee with unsatisfactory performance and notifies the employee of performance deficiencies as required by s. 1012.34; or

(b) The employee receives two consecutive annual performance evaluation ratings of unsatisfactory under s. 1012.34, two annual performance evaluation ratings of unsatisfactory within a 3-year period under s. 1012.34, or three consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under s. 1012.34.
4. Personnel evaluation procedures and criteria.—For instructional personnel and school administrators, other professional and job responsibilities must be included as adopted by the State Board of Education. The district school board may identify additional professional and job responsibilities.

(b) All personnel must be fully informed of the criteria and procedures associated with the evaluation process before the evaluation takes place.

(c) The individual responsible for supervising the employee must evaluate the employee's performance. The evaluation system may provide for the evaluator to consider input from other personnel trained under paragraph (2)(f). The evaluator must submit a written report of the evaluation to the district school superintendent for the purpose of reviewing the employee's contract. The evaluator must submit the written report to the employee no later than 10 days after the evaluation takes place. The evaluator must discuss the written evaluation report with the employee. The employee shall have the right to initiate a written response to the evaluation, and the response shall become a permanent attachment to his or her personnel file.

(d) The evaluator may amend an evaluation based upon assessment data from the current school year if the data becomes available within 90 days after the close of the school year. The evaluator must then comply with the procedures set forth in paragraph (c).

(4) NOTIFICATION OF UNSATISFACTORY PERFORMANCE.—If an employee who holds a professional service contract as provided in s. 1012.33 is not performing his or her duties in a satisfactory manner, the evaluator shall notify the employee in writing of such determination. The notice must describe such unsatisfactory performance and include notice of the following procedural requirements:

(a) Upon delivery of a notice of unsatisfactory performance, the evaluator must confer with the employee who holds a professional service contract, make recommendations with respect to specific areas of unsatisfactory performance, and provide assistance in helping to correct deficiencies within a prescribed period of time.

(b) The employee who holds a professional service contract shall be placed on performance probation and governed by the provisions of this section for 90 calendar days following the receipt of the notice of unsatisfactory performance to demonstrate corrective action. School holidays and school vacation periods are not counted when calculating the 90-calendar-day period. During the 90 calendar days, the employee who holds a professional service contract must be evaluated periodically and apprised of progress achieved and must be provided assistance and inservice training opportunities to help correct the noted performance deficiencies. At any time during the 90 calendar days, the employee who holds a professional service contract may request a transfer to another appropriate position with a different supervising administrator; however, if a transfer is granted pursuant to ss. 1012.27(1) and 1012.28(6), it does not extend the period for correcting performance deficiencies.

(5) ADDITIONAL NOTIFICATIONS.—The district school superintendent shall annually notify the department of any instructional personnel or school administrators who receive two consecutive unsatisfactory evaluations. The district school superintendent shall also notify the department of any instructional personnel or school administrators who are given written notice by the district of intent to terminate or not renew their employment. The department shall conduct an investigation to determine whether action shall be taken against the certificateholder pursuant to s. 1012.795.
Notice of Annual Evaluation Score - Needs Improvement and/or Unsatisfactory

Our records indicate you have received a score of Needs Improvement or Unsatisfactory for at least one performance evaluation rating of Unsatisfactory in one year period or three consecutive annual performance evaluations of Needs improvement or a combination of needs improvement and unsatisfactory.

Notice of Jaw-year Evaluation Score - Needs Improvement and/or Unsatisfactory

Our records indicate you have received a score of Needs Improvement or Unsatisfactory for at least one performance evaluation rating of Unsatisfactory in one year period or three consecutive annual performance evaluations of Needs improvement or a combination of needs improvement and unsatisfactory.

Notice of Jaw-year Evaluation Score - Needs Improvement and/or Unsatisfactory

Our records indicate you have received a score of Needs Improvement or Unsatisfactory for at least one performance evaluation rating of Unsatisfactory in one year period or three consecutive annual performance evaluations of Needs improvement or a combination of needs improvement and unsatisfactory.

Notice of Jaw-year Evaluation Score - Needs Improvement and/or Unsatisfactory

Our records indicate you have received a score of Needs Improvement or Unsatisfactory for at least one performance evaluation rating of Unsatisfactory in one year period or three consecutive annual performance evaluations of Needs improvement or a combination of needs improvement and unsatisfactory.
7. **District Self-Monitoring**

**Framework: Leadership Evaluation**

- **July** - Area Meetings and review Deliberate Practice Targets
- **August** – **October** Administrators develop Deliberate Practice Targets
- **October** – **November** Administrators complete self-assessments
- **December-January** Mid-Year Conferences
- **January** – **April** Gathering of Evidence
- **May** – **June** Evaluation Conferences

**June**, Principals receive an overview of the evaluation system and begin discussions with the superintendent and executive directors regarding the process and begin the reflection process. **June - July**, Assistant principals receive an overview of the evaluation system and begin discussions with principals regarding the process and begin the reflection process. **July - August**, Principals and assistant principals review the evaluation system with district leadership. **August - September**, Principals and assistant principals receive Day 2 Training for the evaluation system with district leadership. **September**, Initial meetings are held between the evaluatee and the evaluator. **October** - **December**, Data is collected, monitored, and feedback is shared relative to improving leadership practice. **January** - **February**, Mid-point evaluations take place between evaluatee and evaluator. District leadership will meet to calibrate their findings and discuss needs for support and training. **January** – **June**, Data is collected, monitored, and feedback is shared relative to improving leadership practice. **June**--**July**, Consolidated leadership assessment forms are prepared. **July**--**August**, Yearend meeting between evaluatee and evaluator.

All evaluators are trained in the proper use of the evaluation tool, criteria, and procedures. Several trainings are conducted with evaluators to train them in the concepts of accuracy and inter-rater reliability. Final evaluation data is also disaggregated at the district level and shared with schools to show how schools compared with one another.

Once all data from student performance indicators have been received from the State and calculated into the principal’s summative evaluation, the results will be analyzed. The analysis of the results and review of the process will be conducted for continuous improvement of this process. Analyzed evaluation data is also used to identify common areas that may need improvement. Professional development is then targeted to focus on these specific areas.

Florida Statute 1012.34(6) requires school boards to establish a procedure for annually reviewing instructional personnel and school administrator evaluation and assessment systems to determine compliance with expectations for teacher and principal evaluation. Additionally the approved system must be reviewed and approved by the school board before being used to evaluate instructional personnel or school administrators.
The Director of Human Resources in October of each year, will review the results of the evaluations for consistency in the two measures school by school, and a report will be made to the Superintendent, and to the school board no later than December of each year, including any necessary adjustments that will need to be made through training and support for principals or teachers who are in need of assistance.

The District’s Self-Monitoring of the Leadership Evaluation process ensures policies and procedures are being conducted correctly and in a timely manner.

**Professional Development Programs**

As evidenced in an analysis of teacher and principal 2014-15 annual evaluations which revealed a need for training in the following areas: use of data; higher level thinking strategies; writing, math, reading, science strategies and content; differentiating instruction, integrating technology, using higher order thinking, and classroom management. Principal evaluations demonstrated a need for the following training: Instructional Leadership, focusing on a diverse population, developing future leaders, and communication. For 2014-15, 100% of Principals received a Highly Effective evaluation. Teachers who received a rating of Needs Improvement showed the following shortcomings: lack of lesson rigor and authentic student engagement, classroom management, lack of lesson differentiation, and lack of planning. Their Success Plans will require them to participate in professional development in these areas of need.

Areas of need identified in the analysis of evaluation data are also used to plan for administrative/principal shifts or program implementation that are included in our school and district improvement plans.
Appendix A – Checklist for Approval

Performance of Students

The district has provided and meets the following criteria:

For all school administrators:
- The percentage of the evaluation that is based on the performance of students criterion.
- An explanation of the scoring method, including how it is calculated and combined.
- At least one-third of the evaluation is based on performance of students.

For all school administrators confirmed the inclusion of student performance:
- Data for at least three years, including the current year and the two years immediately preceding the current year, when available.
- If less than the three most recent years of data are available, those years for which data are available must be used.
- If more than three years of student performance data are used, specified the years that will be used.

For all school administrators:
- The district-determined student performance measure(s) used for personnel evaluations.

Instructional Leadership

The district has provided and meets the following criteria:

For all school administrators:
- The percentage of the evaluation system that is based on the instructional leadership criterion.
- At least one-third of the evaluation is based on instructional leadership.
- An explanation of the scoring method, including how it is calculated and combined.
- The district evaluation framework for school administrators is based on contemporary research in effective educational practices.

For all school administrators:
- A crosswalk from the district's evaluation framework to the Principal Leadership Standards demonstrating that the district’s evaluation contains indicators based upon each of the Principal Leadership Standards.

For all school administrators:
- Procedures for conducting observations and collecting data and other evidence of instructional leadership.
**Other Indicators of Performance**

The district has provided and meets the following criteria:

- Described the additional performance indicators, if any.
- The percentage of the final evaluation that is based upon the additional indicators.
- The scoring method, including how it is calculated and combined.

**Summative Evaluation Score**

The district has provided and meets the following criteria:

- Summative evaluation form(s).
- Scoring method, including how it is calculated and combined.
- The performance standards used to determine the summative evaluation rating (the four performance levels: highly effective, effective, needs improvement/developing, unsatisfactory).

**Additional Requirements**

The district has provided and meets the following criteria:

- Documented that the evaluator is the individual who is responsible for supervising the employee.
- Identified additional positions or persons who provide input toward the evaluation, if any.

Description of training programs:

- Processes to ensure that all employees subject to an evaluation system are informed on evaluation criteria, data sources, methodologies, and procedures associated with the evaluation before the evaluation takes place.
- Processes to ensure that all individuals with evaluation responsibilities and those who provide input toward evaluation understand the proper use of the evaluation criteria and procedures.

Documented:

- Processes for providing timely feedback to the individual being evaluated.
- Description of how results from the evaluation system will be used for professional development.
- Requirement for participation in specific professional development programs by those who have been evaluated as less than effective.
- All school administrators must be evaluated at least once a year.

For school administrators:
☐ Inclusion of opportunities for parents to provide input into performance evaluations when the district determines such input is appropriate.
☐ Description of the district’s criteria for inclusion of parental input.
☐ Description of manner of inclusion of parental input.
☐ Description of the district’s peer assistance process, if any.
☐ Description of an opportunity for instructional personnel to provide input into a school administrator’s evaluation, if any.

**District Evaluation Procedures**

The district has provided and meets the following criteria:

☐ That its evaluation procedures comply with s. 1012.34(3)(c), F.S., including:
   - That the evaluator must submit a written report of the evaluation to the district school superintendent for the purpose of reviewing the employee’s contract.
   - That the evaluator must submit the written report to the employee no later than 10 days after the evaluation takes place.
   - That the evaluator must discuss the written evaluation report with the employee.
   - That the employee shall have the right to initiate a written response to the evaluation and the response shall become a permanent attachment to his or her personnel file.

☐ That district evaluation procedures require the district school superintendent to annually notify the Department of any school administrators who receive two consecutive unsatisfactory evaluations and to notify the Department of any school administrators who are given written notice by the district of intent to terminate or not renew their employment, as outlined in s. 1012.34, F.S.

**District Self-Monitoring**

The district self-monitoring includes processes to determine the following:

☐ Evaluators’ understanding of the proper use of evaluation criteria and procedures, including evaluator accuracy and inter-rater reliability.
☐ Evaluators provide necessary and timely feedback to employees being evaluated.
☐ Evaluators follow district policies and procedures in evaluation system(s).
☐ The use of evaluation data to identify individual professional development.
☐ The use of evaluation data to inform school and district improvement plans.