

Principal Evaluation Process

Red- Required Document
Green- Optional Forms
Black- Required Process

Step
1

Orientation

- Meeting to distribute materials outlining the evaluation process

Step
2

Pre-Evaluation Planning

- Self Assessment- Required Document**
- Performance Goals (PG) → *The NC P/AP Goal Form is an optional form, however highly recommended.*

Step
3

Initial Meeting

- Meeting to discuss 1. Self Assessment 2. Goal Development 3. Evidence and Data/ Artifacts
- Principal/AP and Superintendent/ designee agree on components of meeting and confirm level of performance.

Step
4

Data Collection

- Principal collects data agreed upon as evidence to support goals → *The Principal/Assistant Principal Evaluation Process Documentation is an optional form used to document site visits and Conf. dates*
- Superintendent/designee visit

Step
5

Mid-Year Conference

- Meeting to discuss progress of goal attainment. → *The Mid-Year Evaluation: Progress Toward Achieving Goals form is an optional form used, by the evaluator, to document progress.*
- School-wide student growth data should be available for review.

Step
6

Prepare a Consolidated Performance Assessment

- Brief summary of Steps 4 and 5 → *The Goal Setting Worksheet is an optional form to identify professional growth goals based on data gathered from artifacts and other sources.*
 - Should be provided to the superintendent/ designee well in advance of Step 7
- Obtained under Steps 4 and 5

Step
7

Summary Evaluation Conference

- Meeting at the school site to discuss: 1. **Self Assessment –Required Document**
- 2. Consolidated Performance Assessment (agree upon progress towards performance goals for the year)
- 3. **Summary Evaluation Form -Required Document**