

Instructional Administration Evaluation System – School ADvance

Rochester Community Schools uses the School ADvance school administrator evaluation tool for all Instructional Administrators, which includes Building Principals, Assistant Principals and Central Office Instructional Administrators, with the exception of the Superintendent.

The link to the School ADvance Assurances Document for Michigan Users is:

http://www.goschooladvance.org/sites/default/files/AssurancesDoc_Michigan_Users_2016_6.pdf?sid=720

DESCRIPTION OF PROCESS –

Initial Self-Assessment: Administrators begin the process by self-reflecting using the School Advance rubric. They complete a self-assessment for each of the elements in the domains of Leadership, Programs, Processes, and Systems. This is completed by early November.

Goal Setting: Each administrator sets one student growth goal that aligns with the school improvement goal areas as well as two individual goals based on their self-assessment, the previous year's final summative assessment, and/or the District strategic plan.

Throughout the Year: The evaluating administrator conducts informal observations and site visits during the course of the year. The evaluatee (administrator) collects evidence of work in the goal areas as well as the domains and elements in the School Advance rubric.

Final Self-Assessment: Administrators complete the final self-assessment in June, reflecting on the year. They upload evidence that they have collected throughout the year to document their growth as well as to substantiate ratings on the self-assessment.

End of Year Goal Meeting: The administrator reflects upon his/her goals that were established and indicates progress/growth made towards those goals. A meeting is held with the supervising administrator to discuss goal progress and then a determination is made if the goal is achieved, not achieved, or carried over to the following year.

Summative Assessment: The evaluating administrator completes the summative assessment and conducts a meeting with the evaluatee in which dialogue is shared regarding the summative assessment. A final rating is issued at that time to the administrator.

Rochester Community Schools Rochester Community Schools (RCS) will provide training to all RCS employees responsible for evaluating and observing school administrators and well as those who are being evaluated using the School ADvance tool. All training will be provided by an individual or individuals who have expertise in the School ADvance evaluation tool and observation protocol. Initial training was provided by School ADvance and the district utilizes a train-the-trainer model for subsequent training requirements.

The Assistant Superintendent for Curriculum and Instruction and Executive Directors of Elementary Education, Secondary Education and Special Education review the evaluation system with those who are being evaluated. The review includes:

- Updates on current law and policy
- A review of district/program/professional goals
- Alignment and adoption of School ADvance rubrics with specific job responsibilities
- Development of district implementation plans and timelines
- Guidance on weighting according to goals and priorities
- How to identify, collect and verify evidence of performance, summative and formative evaluation process and growth plans

Ongoing training is provided to the evaluator and observers on an ongoing basis.