

District Operational Leader Evaluation System

i-Observation Guide End of Year Evaluations



OPERATIONAL DISTRICT LEADERS

Assistant to the Superintendent
Associate Attorney Building Code
Administrator Chief Communications
Officer Chief Financial Officer Chief
Operations Officer Coordinator,
Custodial Services Coordinator,
Employee Benefits Coordinator,
Growth Management Land Acquisition
& Inter Government Relations
Coordinator, Transportation Director,
Employee Relations Director, Financial
Operations Director, Financial
Reporting Director, Food Service
Director, Human Resources Director,
Maintenance Building Services and
Projects Director, Recruitment &
Retention Director, Risk Management
& Employee Benefits Director, Safety
and Security Director, Strategic
Planning & Research Director, Student
Assignment Director, Transportation
Executive Director, Human Resources
Executive Director, Legal Services
Administrator on Special Assignment
Strategic Planning

Before completing a final evaluation, the supervisor **must complete an observation** and finish the employee's **District Leader's Growth Plan** first.

Step One: Conduct an Observation.

Quick Start Guide: Observations

A. Conduct an Observation

1. Click **Observations**.
2. Click **Conduct**.
3. **Locate** the learner's name in the list.
4. *Optional:* You may reorder, search and/or filter to find the name in the list.
5. Click the **Forms** button.
6. Select a **Form** from the drop-down menu.
7. *Optional:* Set a default form by clicking Select Default Form and choosing a form from the drop-down menu.
8. *Optional:* Once the default is set, skip steps 5-6 by clicking Begin.
9. The **Table of Contents** appears.
10. *Optional:* Change the learner's location using the drop-down menu. If the learner is in only one building, the observer does not need to make a selection.
11. *Optional:* Choose the type of observation, whether or not the observation counts towards evaluation, or update the start date of the observation.
Note: options will vary by organization and/or form.
12. Click a look-for in the list to begin collecting data.
13. Add data to the form by typing comments, adding information, etc.
14. *Optional:* Add more look-fors by repeating steps 12-13 by either clicking Back to Table of Contents or opening the Form Map.
15. *Optional:* Click Cancel to exit the observation without saving.
16. *Optional:* Click Save and Close to save a draft of the form then return to the Conduct list view.
17. *Optional:* Click Save Draft to save the observation and edit at another time.
18. *Optional:* Send a notification email to the learner.
19. *Optional:* Type an additional message.
20. Click **Finish** to end the observation. Confirm the observation details in the dialog box that appears. Completed observations are not editable.

Step Two: Close the District Leader's Growth Plan.

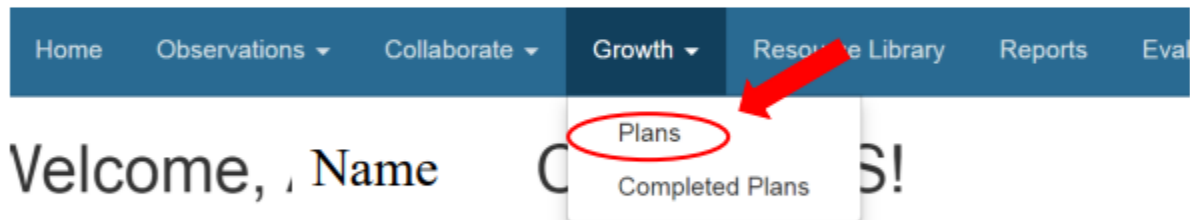
Make sure you have *completed this whole process*. The first NINE steps take place in September-October. Steps 10-11 take place before the midyear. Steps 12-15 take place prior to the final evaluation. *Do not close the growth plan until you have completed the observation for the employee.*

How to for **District Leader Growth Plans** **SUPERVISOR/EVALUATOR AND ADMINISTRATOR**

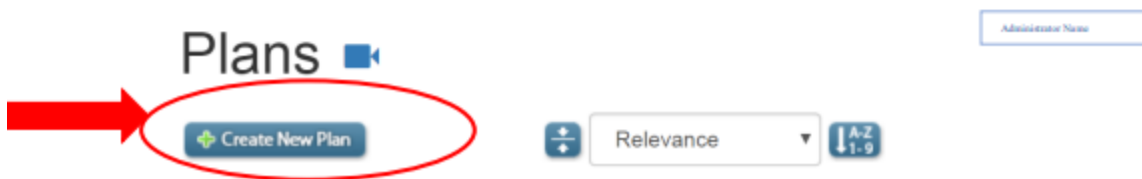
For the purpose of this reference guide:

- **SUPERVISOR/EVALUATOR** = the individual who responsible for evaluating the performance of the Administrator
- **ADMINISTRATOR** = the individual who is being evaluated

1. **ADMINISTRATOR** will click on **Growth** and then **Plans**.



2. **ADMINISTRATOR** will select "Create New Plan".



- ADMINISTRATOR** starts the plan by taking the self assessment by clicking on the “St Lucie Instructional or Operational District Leader Evaluation System” form. Administrator selects the form that corresponds to their position i.e District Instructional Leader or Operational Leader.

Create New Growth Plan

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Print

Step 1: Take Self-Assessment

Conduct a self-assessment with the Marzano School Leader Evaluation Model (v2) form for leaders. Try to rate yourself on all elements. Your input here will be used to recommend target elements for your growth plan.

Remaining Self-Assessments:

+ [St. Lucie Operational District Leader Evaluation System](#)

- ADMINISTRATOR** should see the appropriate District Leader Form. Open the form and self-assess current knowledge and performance in each indicator. You must complete Step 1 (“Finish”) before the system will allow you to move to Step 2.

St. Lucie Operational District Leader Evaluation System

Operational District Leader Evaluation System
1 Leadership in Assessed Area of Responsibility
2 Managing the Work Environment in Assessed Area of Responsibility
3 Data-Driven Accountability
4 Communication
5 District/Multi-Site/Program
6 Instruction
7 Human Resource Development
8 Fiscal Leadership
9 Culture
10 Vision
11 Governance and Stakeholder Engagement
12 Quality
13 Quality Student Services in District

or

St. Lucie Instructional District Leader Assessment Conference

Core Practice 1. Defines Results <small>Assess 1.1 Assess 1.2</small>	Core Practice 2. Customizes Improvement of Teachers and Learning <small>Assess 2.1 Assess 2.2 Assess 2.3 Assess 2.4 Assess 2.5 Assess 2.6 Assess 2.7</small>	Core Practice 3. Builds School Leader Sense of Efficacy for School Improvement <small>Assess 3.1 Assess 3.2 Assess 3.3 Assess 3.4</small>
Core Practice 4. Uses Data as a Primary System Strategy at the District & School Level <small>Assess 4.1 Assess 4.2 Assess 4.3</small>	Core Practice 5. Promotes Productive Leadership Structures <small>Assess 5.1 Assess 5.2 Assess 5.3 Assess 5.4</small>	Core Practice 6. Maximizes Family and Community Engagement for School Improvement <small>Assess 6.1 Assess 6.2</small>
Core Practice 7. Engages in Professional Learning to Improve Leadership Practices and Student Learning Outcomes <small>Assess 7.1 Assess 7.2 Assess 7.3</small>	Core Practice 8. Uses the District's School Administrator Evaluation System Effectively to Support, Monitor, and Evaluate the Effectiveness of School Leaders <small>Assess 8.1 Assess 8.2</small>	Core Practice 9. Provides Quality Support Services to Principals and Teachers and Contributes to the Success of All Schools <small>Assess 9.1 Assess 9.2 Assess 9.3</small>
Core Practice 10. Functions as a Believable Principal/Supervisor as a District Leader, Leveraging Personal and Professional Resources Consistent with Quality Practices in Education and as a Community Leader <small>Assess 10.1</small>		

5. **ADMINISTRATOR** will select the first Target Element and complete the Performance Goal i.e. current level of performance and end of year goal. (You must have one but may have up to two target elements)

Target Elements:

Quality Support Services to Schools

*Starting Point:

Highly Effective Effective Needs Improvement Unsatisfactory

*Final Goal:

Highly Effective Effective Needs Improvement Unsatisfactory



6. **ADMINISTRATOR** will then complete the Target Element Questions.

Target Element Questions

Why is this target worth pursuing?

What is the target? Describe what you expect to know or be able to do as a result of this professional learning effort?

Measurable Results: What do you hope to learn?

Plan of Action: A general description of how you will go about accomplishing this target.

Save your progress for this element.



Complete Questions:

- Why is the target worth pursuing?
- What do you expect to know or be able to do.....?
- What do you hope to learn?
- A general description of how you will go about.....
- State your growth goal for this element

Don't forget to "Save"

7. **ADMINISTRATOR** will complete Step 3: Identify Action Steps

Step 3: Outline Action Steps

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Create a plan for reaching your growth goals by adding action steps. Use the bars on the right side of the action step bubbles to drag them into any order you prefer.

+ Add a Step

1) Assess available resources (Foundation, Florida Teachers, TCPalm or Giant, Communications, Talent Development, IT)
Date: October 1, 2018
Elements: Community and Stakeholder Partnerships

5) Provide support and engage learning communities to enhance knowledge and skills in administrators of key HR practice and law.
Provide information, webinars, documents, professional development, principal meeting sessions.
Date: Ongoing throughout hte year
Elements: Community and Stakeholder Partnerships

Evaluators will review progress on Action Plan
Date: End-Year
Elements: All

+ Add a Step

Save Action Step Order

Add as many action steps as needed

Drag steps to the desired order by clicking and dragging

Save the action step

8. **ADMINISTRATOR** will then **“Submit for Approval”**.

Create New Growth Plan

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The plan was updated successfully.

Step 1: Take Self-Assessment Done!

Conduct a self-assessment with the Volcano School Leader Evaluation Model (SLE) form for leaders. Try to rate y elements for your growth plan.

Completed Self-Assessments:

- St. Lucie Operational District Leader Evaluation System

Step 2: Select Target Elements Done!

Select 2 elements as a focus for your Professional Growth Plan

- Decision-Making Strategies
- Technology

Step 3: Identify Action Steps Done!

Put together your plan for how you will achieve your growth goals.

+ Add or Remove Action Steps

Step 4: Put Your Plan into Action

Submit your plan for approval. Then follow your plan and make progress toward your growth goals.

Submit for Approval

9. **SUPERVISOR/EVALUATOR** will review the Growth Plan and **“Approve”** the plan or make comments and return it to the administrator for further work.

10. **ADMINISTRATOR** will work on action steps throughout the evaluation period and make notes toward progress in the reflection log. Artifacts may be collected that demonstrate progress on the deliberate practice goals.
11. **SUPERVISOR/EVALUATOR** will review progress on the Growth Plan at the mid-year status review and again at the end of year annual review.
12. **ADMINISTRATOR** will be prepared to discuss progress on Deliberate Progress Growth Plan at the End of Year annual Review.

Items #13 and 14 refer to the Observation/Evaluation process and are included here so Supervisor/Evaluator and Administrators see the require connections between observation, growth plan and evaluation. After #13 and #14 are completed, the **SUPERVISOR/EVALUATOR** will proceed to #15.

13. **SUPERVISOR/EVALUATOR** will score all Standards and Indicators in an Observation for the year end Evaluation of the **ADMINISTRATOR**. The score provided in the Observation for the selected Growth Plan indicator will form the score for the Deliberate Practice Growth Plan portion of the Leadership Practice Score.
14. **SUPERVISOR/EVALUATOR** will meet with the **ADMINISTRATOR** to discuss Year End Ratings that have been entered on the Observation and then click the "Finish" button on the Observation.
15. **SUPERVISOR/EVALUATOR** must then click the "Finish" button on the Growth Plan of the administrator to lock in the score in order for the Growth Plan score to calculate into the final evaluation.

The EVALUATION PROCESS

How to for District Leader Observation/Evaluation SUPERVISOR/EVALUATOR AND ADMINISTRATOR Initial, Mid-Year and End of Year

For the purpose of this reference guide:

- **SUPERVISOR/EVALUATOR** = the individual who responsible for evaluating the performance of the Administrator
- **ADMINISTRATOR** = the individual who is being evaluated

1. **SUPERVISOR/EVALUATOR** will schedule initial, mid-year or End of Year evaluation conference.
2. **ADMINISTRATOR** will conduct a self observation and rate all indicators or standards. Once the self observation has been completed, the Administrator will share with the Supervisor/Evaluator. The self observation should be completed and submitted prior to the Initial, mid-year or end of year evaluation meeting.

Consult the Quick Start Guides that are housed on your Home Page in iObservation. While SLPS has modified forms for District Leaders the guides contained in the Quick Start will provide solid instructions for maneuvering the system.



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19. *Optional:* Type an additional message.
20. Click **Finish** to end the observation. Confirm the observation details in the dialog box that appears. Completed observations are not editable.

3. **SUPERVISOR/EVALUATOR** will review the self observation shared by the Administrator. The self-observation is the basis for discussion at the Initial meeting where expectations for a new year are discussed and established. The Administrator Deliberate Practice Growth Plan is discussed and approved at the initial meeting.

4. **For Mid-Year and End of Year Evaluation preparation:**

The **SUPERVISOR/EVALUATOR** will then conduct an **OBSERVATION** on the **ADMINISTRATOR** and rate all indicators or standards. The observation can be **"Saved and Closed"** until the meeting with the **ADMINISTRATOR** at which time the ratings and rationale will be discussed. Written feedback is recommended for ratings below "Effective".

Use the "Observation Quick Start Guide" above for assistance maneuvering in the system.

5. The **SUPERVISOR/EVALUATOR** conducts the Mid-Year or Year End Review based upon the ratings in the Evaluation. The Supervisor/Evaluator can make adjustments as needed during the conference. THEN, the SUPERVISOR/EVALUATOR will click the "Finish" button on the observation to lock in the scores.

For Year End Evaluation-IMPORTANT: At this time, the **SUPERVISOR/EVALUATOR** must go to the Administrator Growth Plan and "Finish" it to lock the year end rating into place for use in the evaluation.

6. **SUPERVISOR/EVALUATOR** will proceed to the **EVALUATION** for both the Mid Year and the Year End process.