

Figure 8: *Examples of Documentation*

Standard 1 – Instructional Leadership: Comprehensive School Improvement Plan; instructional walk-through data; vision/mission/core belief statements; leadership/school improvement team/PLCs agendas; professional growth plan; student growth monitoring data; schedules for students in the alternative education program; faculty meeting agendas/minutes; project-specific summaries of a goal; compliance with Standards of Accreditation; program reviews; staff learning plan; school committees, members, and minutes.

Standard 2 – School Climate: Monthly discipline report; Teacher of the Year recommendation; annual report of discipline, crime, and violence; summary of surveys of staff; student recognition; student groups/clubs; student survey form; TELL survey results; VAL-ED survey results.

Standard 3 – Human Resources Management: Staff evaluation schedule including observation schedule; evidence of teachers and staff serving as leaders in the school, school district, and school community; staff evaluations; school celebrations; teacher/staff appreciation; staff recognition program; Corrective Action Plans; mentorship program.

Standard 4 – Organizational Management: Building schedules; administrator responsibility chart; master schedule and course compliance; facility use log; physical plant and grounds management schedule; annual financial audits; uncollected debts; inventory records; Career and Technical Education compliance; Special Education compliance; long-range goals; short-range goals; master schedule; building administrator organizational chart.

Standard 5 – Communication and Community Relations: School council meeting minutes; newsletters; PAC/PTO/PTA agendas/minutes; optional parent/community survey; website link; completion of annual school safety audit; Safe School's committee agendas and minutes of meetings; School Health Advisory Board agendas and minutes of meetings; media communications; presentation to civic/community groups; FRYSC; parent/community volunteer hours.

Standard 6 – Professionalism: Staff development activity agendas; department/grade level meeting documentation; summary of staff surveys; professional conference attendance; professional organization membership; demonstrating/applying professional learning; results of professional learning on school goals.

Standard 7 – Student Growth: Analysis of grades for the marking period; documentation of meeting established annual goals (e.g., school improvement plan); student growth percentile data; data on student achievement from other valid, reliable sources (e.g., pattern of improvement in advanced pass rate on state assessments, KPREP data, etc). *See listing in the Goal Setting section of this document.*

Clearly defined professional responsibilities for principals constitute the foundation for the Principal Professional Growth and Effectiveness System. Performance standards define the criteria expected when principals perform their major duties. For all principals, there are seven performance standards (Figure 1) that guide the performance of the principal. The PPGES provides principals with an assessment of their performance on these standards as measured by Student Growth, Val-Ed and Working Conditions Growth Goals. Each measure that comprises the effectiveness system is aligned to and anchored by these standards. While decisions around summative ratings have not been made at this time, principals will eventually receive their summative rating based on the measures. The standards will also inform professional growth planning, superintendent site visits/observations, conversations for feedback and formative, on-going assessments of the principal's performance.