

The Evaluation Process and Timeline

Step 1: Self-Reflection By October 1st

School leaders will complete a self-reflection using the West Virginia School Leader Standards and Rubrics.



Step 2: Meeting Between School leader and Superintendent/Designee By October 1st

School leaders will meet individually with the superintendent/designee to review the previous years achievement data. This will also be the time to discuss the results of the self-reflection, set goals, and determine the data, evidence, and artifacts necessary to complete the evaluation process and confirm the school leader's level of performance.



Step 3: Optional Mid-Year Evaluation Between School leader and Superintendent/Designee

Superintendent/designee may meet mid-year with school leader to discuss progress toward achieving his or her annual goals. This optional discussion will focus on the status of goal attainment and mid-year adjustments to action plans that must be made in order to achieve goals by the end of the year.



Step 4: Stakeholder Surveys (Second Semester)

School leaders will survey students, parents, and teachers regarding the overall effectiveness of the school leader in regards to the WV School Leader survey.



Step 5: Preparation for Year-End Conference

School leaders will organize the collected data, evidence, and artifacts determined necessary in Step 2 and the results from the stakeholder surveys in preparation for the year-end conference.



Step 6: Meeting Between School leader and Superintendent/Designee May 1st - July 1st

School leaders will meet individually with the superintendent / designee to discuss progress in completing the established goals. At this time, professional development for the following school year will be determined based on the identified needs of the school leader and school.