



West Virginia DEPARTMENT OF  
**EDUCATION**

# Performance Evaluation of School Leaders

Office of School Improvement

# Learning Objectives

- Review the purpose of the Educator Evaluation System
- Review the evaluation process (WVBE Policy 5310)
  - ✓ Review components of the Educator Evaluation System
  - ✓ Review timelines and implementation
  - ✓ Review tools utilized in the evaluation process
  - ✓ Deepen the understanding of educator growth model

# Quality Teaching and Leadership

- Student learning is the single most important goal of education. Many things affect students' quality of life and readiness to learn. The quality of teaching and leadership are the most important school-related factors with the potential to impact student learning.

# Purpose of Evaluation (12.3)



Set high standards of performance for teachers



Ensure high-quality instruction focused on increasing student achievement



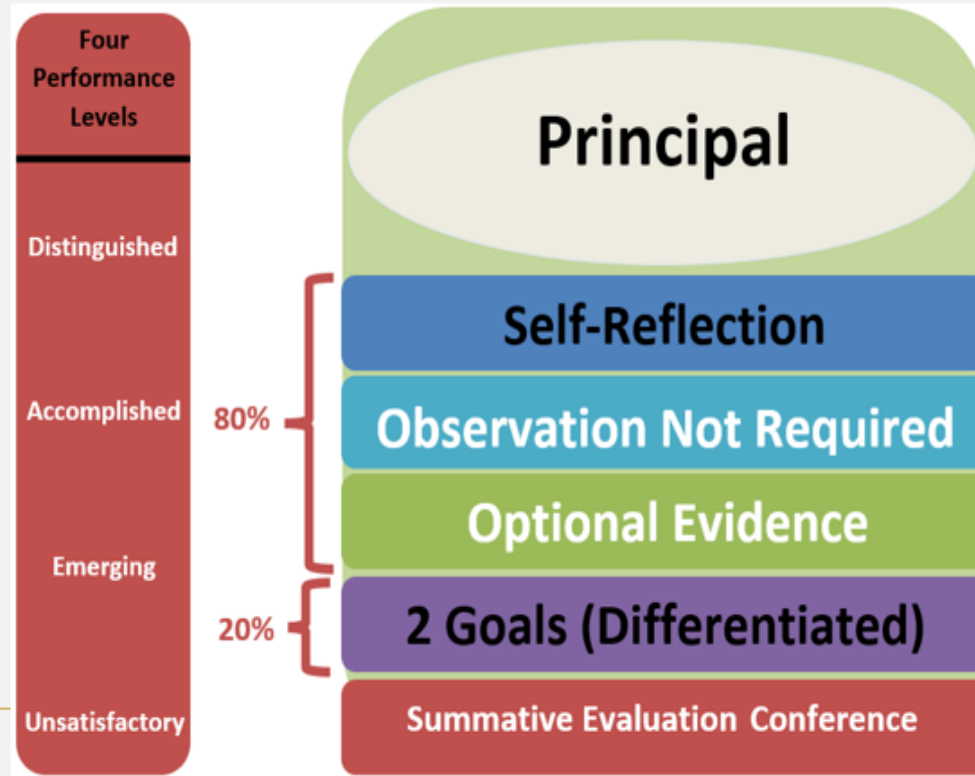
Encourage continuous growth and improvement through personal reflection and goal-setting



Serve as a tool in developing coaching and mentoring programs for teachers

# School Leaders

## Evaluation System for Principals



# School Leader Evaluation Timeline

## TIMELINES FOR SCHOOL LEADER EVALUATIONS



Beginning of Year  
- October 1

» **School leader** completes a self-reflection using the West Virginia Professional Leader Standards and Rubrics.

Beginning of Year  
- November 1

» **School leader** mutually establishes goals with the **Evaluator**. School-wide data is reviewed to establish a Student Learning Goal. A Leadership Goal shall be derived from the self-reflection.

At First Semester

» **Evaluator** may meet mid-year with **School leader** to discuss progress toward achieving annual goals. This optional discussion will focus on the status of goal attainment and adjustments to action plans to achieve goals by end of the year.

During Second Semester

» **School leader** surveys stakeholders regarding the overall effectiveness of the school. This perceptual data will be shared with the **Evaluator** at the summative evaluation conference.

During Second Semester

» **School leader** organizes the collected data, evidence, and artifacts related to the annual goals and the results from the stakeholder surveys in preparation for the summative evaluation conference.

May 1 - July 1

» **Evaluator** convenes the summative evaluation conference and shares the performance rating.

# Principal Evaluation Timeline

1. Self-Reflection – by Oct. 1
  2. Goals – by Nov.1
  3. Year-end Evaluation – by July 1
- Please note – The principal is evaluated by the superintendent or their designee.
  - Assistant Principals are typically evaluated by the Principal but not always. Check with your Superintendent for clarification.

# School Leader Evaluation

- Self-Reflection
- Meeting with Supervisor
- Goal Setting
- Standards
- Rubrics
- Levels of Performance
- Evidence Collecting
- Focused Support Plan & Corrective Action Plan
- Annual Stakeholder Survey
- Summative Rating



# Levels of Performance

<b>Distinguished</b>	<b>Accomplished</b>	<b>Emerging</b>	<b>Unsatisfactory</b>
Administrative practices that are consistently exceptional	Administrative practices that consistently meet basic competency	Administrative practices that do not consistently meet basic competencies, but demonstrate adequate growth toward meeting standards during the evaluation period	Administrative practices that are consistently inadequate and / or unacceptable.

# Goal Setting for School Leaders

- One goal must address student learning and
  1. Have two data points
  2. Be rigorous
  3. Be comparable across schools
- The second must be derived from the self-reflection based on the WV Leadership Standards
- Mutually established with supervisor
- Aligned with the school's strategic plan
- Written no later than November 1

# School Leaders' Personal Evaluation

- Creating Self-Reflection
- Creating Student Learning Goals
- Reporting Goals' Results
- Uploading Evidence
- Accepting Evaluation Conference
- Adding Addendum if Desired



> My Evaluation

Self-Reflections

Goals

Evidence

Evaluations

# Online Platform

- Complete Self Reflection
- Click Share

The screenshot shows a web interface titled "My Self-Reflections". At the top, there are three tabs: "2020-2021" (selected), "2019-2020", and "Prior". Below the tabs is a "Filter:" section with two input fields: "07/01/2020 - 05/10/2021" and "Status". To the right of the "Status" field is a grey button with a question mark. Below the filter section is a table with two columns: "Self-Reflection Date" and "Status". The table contains one row with the date "11/10/2020" and the status "Complete". To the right of the table is a row of six icons: a blue eye, a yellow pencil, a yellow share icon (highlighted with a red arrow), a blue link icon, a red close icon, and a grey speech bubble icon. Below the icons is a green button labeled "Create Self-Reflection".

# Online Platform: Goals

- Create New Goal

> Recent

- Goals
- Dashboard

> My Evaluation

> Educator Evaluations

> Continuous Improvement Plans

> Reports

> Admin

## My Goals

2024-2025 2023-2024 Prior

Filter













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Goal Name	Status
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[New Goal](#)














# Online Platform: Goals Status

- Check goals for approval by your evaluator. Results cannot be reported until goals are approved.

Submitted	  
Submitted	  
Approved	 
Approved	 
Results Reported	
Results Reported	

# Online Platform: Summative Evaluation Status

- Draft (while editing)
- Complete
- Finalized
- Accepted

Draft	 
Complete	   
Finalized	   
Accepted	  

# Important Notes

- Long term substitute teachers, counselors, Professional Support Personnel and Athletic Coaches are not evaluated in the online Educator Evaluation Platform.
- All educator observations must be completed for the progression regardless of the date of hire
- All components of the evaluation must be completed to finalize an evaluation.
- Newly hired administrators must complete the in-person ELI training within 90 days.
- Superintendents and/or their designee can reopen evaluations.
- Historical evaluations are accessible.
- The online Educator Evaluation Platform does include a 'Not Evaluated' option.



# Continuous Improvement

How will you use evaluation data to promote educator growth and student achievement at your school?

- It will give administrators a great starting point for collaborative conversations.
- Focusing on results will shift the environment from being teacher-centered to learner-centered.

# Support

- Contact your county WVEIS Coordinator
- Contact your Superintendent or their designee
- Contact the WVDE WVEIS Helpdesk
- Contact the WVDE Ed-Eval Helpdesk

[Educator-Evaluation-Platform-User-Guide.pdf \(wvde.us\)](#)

# Resources for School Leaders

- The link below provides all online forms and resources for the Educator Evaluation Process of Professional Personnel.
- [Educator Evaluation - West Virginia Department of Education \(wvde.us\)](http://wvde.us)
- Below is the link to Policy 5310.
- [Policy 5310](#)