

# ILLINOIS PRINCIPAL EVALUATION PLAN

## Timeline

DATE	EVENT	REQUIRED ELEMENTS
No later than the 1 <sup>st</sup> day of school	Written notice of evaluation to each principal and assistant principal	<ol style="list-style-type: none"> <li>1. District Performance Evaluation Plan</li> <li>2. Professional Practice Standards, Indicators, and Rubric</li> <li>3. Student Growth Rubric</li> <li>4. Summative Evaluation Process</li> <li>5. Four Summative Ratings</li> </ol>
No later than October 1	Conduct collaborative goal-setting meeting with each principal and assistant principal	<ol style="list-style-type: none"> <li>1. Determine assessments to be used</li> <li>2. Plan for assessment implementation</li> <li>3. Determine how assessment results will be used to establish growth</li> <li>4. Establish targets</li> <li>5. Determine professional growth goals</li> </ol>
Throughout year	Observations: <ul style="list-style-type: none"> <li>• Formal – at least 2</li> <li>• Informal – as desired</li> </ul>	<ol style="list-style-type: none"> <li>1. Written feedback within 10 days for formal observations</li> <li>2. Written documentation of informal evidence if it is to be used as part of evaluation process</li> </ol>
No later than February 1	Principal and assistant principals complete a self-assessment	<ol style="list-style-type: none"> <li>1. Use the same Standards/Indicators/Rubric document</li> </ol>
No later than March 1	Complete written summative evaluation and conduct conference with administrator	<ol style="list-style-type: none"> <li>1. Review self-assessment</li> <li>2. Gather evidence from observations, artifacts, survey data, and other sources</li> <li>3. Complete Professional Practice Final Rating</li> <li>4. Complete Student Growth Final Rating</li> <li>5. Complete Summative Evaluation Worksheet &amp; Final Evaluation Page</li> </ol>
No later than April 1	Principal and Assistant Principal must be notified of proposed reclassification	<ol style="list-style-type: none"> <li>1. Written notice of reclassification</li> <li>2. Opportunity for Board Hearing</li> </ol>