# ILLINOIS PRINCIPAL EVALUATION PLAN

## Timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>REQUIRED ELEMENTS</th>
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| No later than the 1st day of school | Written notice of evaluation to each principal and assistant principal | 1. District Performance Evaluation Plan  
2. Professional Practice Standards, Indicators, and Rubric  
3. Student Growth Rubric  
4. Summative Evaluation Process  
5. Four Summative Ratings |
| No later than October 1     | Conduct collaborative goal-setting meeting with each principal and assistant principal | 1. Determine assessments to be used  
2. Plan for assessment implementation  
3. Determine how assessment results will be used to establish growth  
4. Establish targets  
5. Determine professional growth goals |
| Throughout year             | Observations:  
- Formal – at least 2  
- Informal – as desired | 1. Written feedback within 10 days for formal observations  
2. Written documentation of informal evidence if it is to be used as part of evaluation process |
| No later than February 1    | Principal and assistant principals complete a self-assessment        | 1. Use the same Standards/Indicators/Rubric document                                |
| No later than March 1       | Complete written summative evaluation and conduct conference with administrator | 1. Review self-assessment  
2. Gather evidence from observations, artifacts, survey data, and other sources  
3. Complete Professional Practice Final Rating  
4. Complete Student Growth Final Rating  
5. Complete Summative Evaluation Worksheet & Final Evaluation Page |
| No later than April 1       | Principal and Assistant Principal must be notified of proposed reclassification | 1. Written notice of reclassification  
2. Opportunity for Board Hearing |