

Texas Principal Evaluation & Support System



The principal evaluation rubric was developed by a Steering Committee of educators from the state of Texas that included school-level and district-level leaders, university leadership development program directors, staff of the Texas Comprehensive Center at SEDL, and representatives from the Texas Education Agency in collaboration with McREL International field consultants and researchers.

Appraisal Forms
2015-2016



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Texas Principal Evaluation & Support System

Principal Professional Development Plan

Name:	Date:
TEA ID#:	District E-mail:
School:	School Year:
Position:	Assignment:
Appraiser:	Appraiser Title(s):

There are three sections of the Principal Professional Development Plan. The first section, Beginning-of-year Goal Setting, may be completed by the principal following the self-assessment process. The goal, as well as activities, outcomes, and timeline, will be reviewed by the principal and his/her appraiser at the Pre-evaluation Conference. Each principal must establish at least one (1) goal. The second section, Mid-year Progress toward Goal Attainment, should be completed during the Mid-year Progress Meeting. The third section, End-of-year Goal Attainment, should be completed during the Final Evaluation and Goal Setting Meeting. The principal will use information from the Professional Development Plan and the Summary Rating Form to determine goals for the next school year.

End-of-year Goal Attainment Form for the End-of-year Performance Discussion or the Final Evaluation and Goal Setting Meeting

Instructions: During the Final Evaluation and Goal Setting Meeting, the principal and appraiser should meet to discuss the Principal Summary Ratings Form and review his or her goals. The appraiser should use the End-of-year Goal Attainment form to indicate progress in achieving the established goal(s) and provide a narrative of evidence of completion. The appraiser should use this form to include any relevant feedback and comments that will assist the principal and facilitate growth. If the principal needs to include comments, use the box below to indicate that comments are included and attached.

Goal:				<input type="checkbox"/> Goal Achieved <input type="checkbox"/> Goal Not Achieved
<input type="radio"/> Significantly Exceeded Expectations	<input type="radio"/> Exceeded Expectations	<input type="radio"/> Attained	<input type="radio"/> Progressing	<input type="radio"/> Not Progressing
Through the completion and full attainment of the established goal, the principal has demonstrated significant and substantial competence through knowledge, skills, responsibilities, and/or behaviors essential to an effective leader in the progress of meeting the established goal.	Through the completion and full attainment of the established goal, the principal has demonstrated adept competence through knowledge, skills, responsibilities, and/or behaviors essential to an effective leader in the progress of meeting the established goal.	Principal demonstrated significant progress and growth toward achieving the established goal and the goal was at least marginally attained.	Principal demonstrated significant progress and growth toward achieving the established goal; however, the goal was not attained.	Principal did not demonstrate significant progress or adequate growth toward achieving the established goal.

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Principal Professional Development Plan – End-of-year: Goal Attainment Form

Evidence of Completion:	
Appraiser Comments:	
Principal comment attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If comments are attached: Appraiser Signature:	Date:
Principal Signature:	Date:
Appraiser Signature:	Date:

The principal signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the principal has reviewed the report with the appraiser and may reply in writing. The signature of the appraiser verifies that the report has been reviewed and that the proper process has been followed according to the state and local policy for the evaluation process.

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Principal Professional Development Plan – End-of-year: Goal Attainment Form