

Assistant Principal Leadership Appraisal System (APLAS)

HITCHCOCK INDEPENDENT SCHOOL DISTRICT • CAMPUS LEADERSHIP EVALUATION

Domain 1: Leadership Support & Administrative Planning

- 1.1 Ethics & Professional Standards:** Supports the principal by upholding, modeling, and applying professional educator ethics and standards across the campus.
- 1.2 Scheduling & Task Execution:** Manages daily administrative roles and personal calendaring systems focused on core leadership and instructional priorities.
- 1.3 Strategic Plan Support:** Assists the principal in implementing, monitoring, and adjusting targeted strategies within the Campus Improvement Plan.
- 1.4 Initiative Implementation & Change Support:** Serves as a solutions-oriented leader in executing campus initiatives under the principal's guidance.
- 1.5 Professional Growth & Reflection:** Actively seeks feedback, engages in targeted professional learning, and models continuous personal growth.

Domain 2: Educator Support & Staff Development

- 2.1 Recruitment & Onboarding Assistance:** Assists the principal in district hiring procedures, teacher candidate selection, and campus onboarding processes.
- 2.2 Teacher Retention Support:** Supports teacher retention through personalized encouragement, peer mentoring coordination, and leadership development.
- 2.3 Observation & Instructional Coaching:** Conducts classroom observations, aligns rating tools with campus leadership, and provides actionable, model-based feedback to teachers.
- 2.4 Professional Development Facilitation:** Assists in delivering and monitoring targeted professional development linked to observation trends and student data.

Domain 3: Culture, Discipline & School Safety

- 3.1 Safe & Orderly Learning Environment:** Reinforces campus safety procedures, high expectations, and a positive, learning-focused school climate.
- 3.2 Student Behavior Management:** Executes the Student Code of Conduct, analyzes discipline trends, and supports teachers with classroom management systems.
- 3.3 Coordination of Student Support Services:** Connects students and families with internal and external support systems, interventions, and wellness resources.
- 3.4 Family & Community Outreach:** Assists in maintaining multi-channel communications and hosting family engagement events aligned with campus goals.

Domain 4: Curriculum Support & Materials

- 4.1 Curriculum Execution & Standards Fidelity:** Supports teachers in utilizing state standards, district curriculum guides, pacing maps, and unit assessments.

4.2 Resource Distribution & Integration: Assists in providing teachers with necessary instructional resources, technology tools, and aligned learning materials.

Domain 5: Instructional Supervision & Student Outcomes

- 5.1 Leadership Team Participation:** Participates in and co-leads instructional committees and grade-level/department teams using established protocols.
- 5.2 Daily Lesson Plan Review:** Reviews daily lesson plans for alignment with state standards, objective clarity, and formative assessment quality.
- 5.3 Classroom Walkthroughs & Routine Support:** Conducts regular walkthroughs to monitor and coach teachers on effective classroom routines and instructional strategies.
- 5.4 Data-Driven Instruction Support:** Co-facilitates campus data meetings, analyzing student work samples to help teachers adjust instruction and plan re-teaches.
- 5.5 Intervention & RTI Oversight:** Assists in monitoring student intervention tracking systems, grouping configurations, and tier-level support effectiveness.

APLAS Rating Rubric Standard Scale

Rating Level	Performance Description
Distinguished	Consistently exceeds standards; serves as a model across the district; builds capacity in others.
Accomplished	Frequently exceeds standards; demonstrates systematic, high-quality execution with minimal guidance.
Proficient	Consistently meets district performance standards; effectively manages expected responsibilities.
Developing	Demonstrates basic understanding but requires ongoing support and refinement to consistently meet standards.
Needs Improvement	Fails to consistently meet performance standards; requires targeted intervention and growth planning.