

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

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

The Principal Summary Rating Form is to be jointly completed by the principal and the appraiser during the Final Evaluation and Goal Setting Meeting conducted at the end of the year. A final rating should be given for each indicator, and a final overall rating should be given for each standard. The appraiser should use all data collected throughout the evaluation cycle, any completed rubrics, and submitted artifacts and evidence in this final performance evaluation. The appraiser should add comments, recommended actions for improvement, and resources needed to complete these actions to guide the principal toward continued growth.

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Principal Summary Rating Form

Version 2.0 August 2015

Standard 1 – <i>Instructional Leadership</i>: The principal is responsible for ensuring every student receives high-quality instruction.					
Indicators	Distinguished	Accomplished	Proficient	Developing	Not Demonstrated Needs Improvement
a. The principal ensures implementation of state and district curricula and assessments aligned with state standards, including college and career readiness standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The principal monitors and ensures high-quality instructional practices among teachers and staff that improve student performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The principal monitors multiple forms of student data to inform instruction and intervention decisions to maximize student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The principal ensures that effective instruction maximizes growth of individual students and student groups, supports equity, and eliminates the achievement gap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL Rating for Standard 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Evidence of documentation that may be used to support ratings: <ul style="list-style-type: none"> <input type="checkbox"/> Campus Improvement Plan <input type="checkbox"/> Student achievement and testing data <input type="checkbox"/> Leadership teams <input type="checkbox"/> Use of research-based school and classroom practices <input type="checkbox"/> Campus master schedule <input type="checkbox"/> Formative and summative assessments <input type="checkbox"/> Education plans for identified sub-populations <input type="checkbox"/> Stakeholder surveys <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 				
Recommended actions for improvement:					
Resources need to complete the actions for improvement:					

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Principal Summary Rating Form

Standard 2 – *Human Capital*: The principal is responsible for ensuring there are high-quality teachers and staff in every classroom throughout the school.

Indicators	Distinguished	Accomplished	Proficient	Developing	Not Demonstrated Needs Improvement
a. The principal recruits, selects, places, mentors, and retains diverse and highly effective teachers and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The principal coaches and develops teachers and staff by giving individual feedback and aligned professional development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The principal implements collaborative structures and provides leadership opportunities for effective teachers and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The principal provides clear expectations of performance and conducts rigorous evaluations of all staff using multiple data sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL Rating for Standard 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p>	<p>Evidence of documentation that may be used to support ratings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Campus Improvement Plan <input type="checkbox"/> Student achievement and testing data <input type="checkbox"/> Teacher retention data <input type="checkbox"/> Teacher professional growth plans <input type="checkbox"/> Site professional development plan <input type="checkbox"/> National Board Certified Teachers <input type="checkbox"/> Stakeholder surveys <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 				
<p>Recommended actions for improvement:</p>					
<p>Resources need to complete the actions for improvement:</p>					

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Principal Summary Rating Form

Standard 3 – *Executive Leadership*: The principal models personal responsibility and a relentless focus on improving student outcomes.

Indicators	Distinguished	Accomplished	Proficient	Developing	Not Demonstrated Needs Improvement
a. The principal is solutions-oriented, treats challenges as opportunities, and supports the school and community through continuous improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The principal proactively seeks and acts on feedback, reflects on personal growth areas, seeks development opportunities, and changes practice in ways that improves student outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The principal communicates with all audiences and develops productive relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The principal adheres to the Code of Ethics and Standard Practices for Texas Educators in such a way that it demonstrates a moral imperative to educate all children and follows practices and procedures of his or her respective district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL Rating for Standard 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Evidence of documentation that may be used to support ratings: <ul style="list-style-type: none"> <input type="checkbox"/> Campus Improvement Plan <input type="checkbox"/> Campus leadership teams <input type="checkbox"/> Stakeholder surveys <input type="checkbox"/> Student achievement and testing data <input type="checkbox"/> Visioning documents <input type="checkbox"/> Staff professional development plan <input type="checkbox"/> Teacher retention data <input type="checkbox"/> <input type="checkbox"/> 				
Recommended actions for improvement:					
Resources need to complete the actions for improvement:					

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Principal Summary Rating Form

Standard 4 – School Culture: The principal is responsible for establishing and implementing a shared vision and culture of high expectations for all staff and students.

Indicators	Distinguished	Accomplished	Proficient	Developing	Not Demonstrated Needs Improvement
a. The principal develops, implements, and sustains a shared vision of high expectations for all students and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The principal establishes, reinforces, and monitors clear expectations for adult, staff, and student conduct, including social and emotional supports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The principal purposefully engages families and community members in meaningful student learning experiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The principal creates a safe school environment that ensures the social, emotional, and physical well-being of staff and students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The principal applies a variety of student discipline techniques to meet the behavioral and academic needs of individual students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL Rating for Standard 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<p>Evidence of documentation that may be used to support ratings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Campus Improvement Plan <input type="checkbox"/> Student discipline data <input type="checkbox"/> Teacher turnover data <input type="checkbox"/> School safety plan <input type="checkbox"/> Stakeholder surveys <input type="checkbox"/> Community partnerships <input type="checkbox"/> Stakeholder engagement activities <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 				
Recommended actions for improvement:					
Resources need to complete the actions for improvement:					

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Principal Summary Rating Form

Standard 5 – *Strategic Operations*: The principal is responsible for implementing systems that align with the school’s vision and mission and improve the quality of instruction.

Indicators	Distinguished	Accomplished	Proficient	Developing	Not Demonstrated Needs Improvement
a. Strategic Planning - The principal outlines and tracks clear goals, targets, and strategies aligned to a school vision that continuously improves teacher effectiveness and student outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maximized Learning Time - The principal implements daily schedules and a yearlong plan for regular data-driven instruction cycles, gives students access to diverse and rigorous instructional programs, and builds in time for professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Tactical Resource Management - The principal aligns resources with the needs of the school and effectively monitors the impact of these resources on school goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Policy Implementation and Advocacy - The principal collaborates with district staff to implement district policies and advocate for the needs of district students and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL Rating for Standard 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Evidence of documentation that may be used to support ratings: <ul style="list-style-type: none"> <input type="checkbox"/> Campus Improvement Plan <input type="checkbox"/> School financial information <input type="checkbox"/> Master school schedule with instructional times <input type="checkbox"/> Visioning documents <input type="checkbox"/> Staff professional development plan <input type="checkbox"/> <input type="checkbox"/> 				
Recommended actions for improvement:					
Resources need to complete the actions for improvement:					

T-P ESS

Principal Summary Rating Form

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.