



**Process for conducting observation, collecting evidence, developing performance ratings and performance improvement plans.**

- **Administrators will complete a self-evaluation by October 1<sup>st</sup>, 2016. Future years will have an earlier date.**
- **Administrators will establish goals for the current year and make sure they align to district goals.**
- **Observations will take place throughout the school year with visits to buildings, attendance at events, review of communications, etc.**
- **Additional evidence will be uploaded into an electronic system by administrators for the evaluator to view.**
- **Summative evaluation will be completed by June 30 of each year.**

**Training**

**Administrators participated in a two-day training on the School Advance framework June 20 & 21, 2016. Training was provided by Pat Reeves and an associate. Pat is one of the authors of the tool.**