

Arkansas Leader Excellence and Development System (LEADS) Building/District-Level Leader Evaluation Suggested Timeline Quick Reference*

	June	July	August	September	October	November	December	January	February	March	April
INQUIRY CATEGORY Summative Year (Once every three years)	<p>Step 1:</p> <ul style="list-style-type: none"> Collect artifacts (evidence) for initial reflection (June to October) and ongoing throughout the year. Evaluator and leader monitor this progress. 										
	<p>Step 2:</p> <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Evaluator and leaders meet for LEADS overview and data review. Establish a timeline for review of standards and functions. Evaluator and building- or district-level leader (i.e., Assistant Principal, District-level Leader) review Evaluation Rubric (Form A1 or A2) and choose standards and functions for evaluation. Principals are evaluated on all standards and functions (Form A). 	<p>Step 3:</p> <ul style="list-style-type: none"> Self-Assessment (Form A, A1, or A2) completed. Optional - Staff survey (Form E). Evaluator and leader create or revisit/revise PGP (Form B). 	<p>Step 4:</p> <ul style="list-style-type: none"> First formative assessment Evaluator completes Evaluation Rubric (Form A, A1, or A2) for identified standards (i.e., 3, 5, etc.). 	<p>Step 5:</p> <ul style="list-style-type: none"> Second formative assessment Evaluator completes Evaluation Rubric (Form A, A1, or A2) on remaining standards (i.e., 1, 2, 4, 6, etc.). 	<p>Step 6:</p> <ul style="list-style-type: none"> Reflective comments through PGP submitted with artifacts. Evaluator completes Evaluation Rubric (Form A, A1, or A2). Summative conference to discuss and finalize ratings. Evaluator makes final decisions on ratings (considers formative work and PGP). New PGP priorities are identified or revised for the next year. Revisions may be made after data review in the summer/fall. If a Not Meeting Standard rating is received in any overall standard rating, the leader <i>will be</i> moved to Intensive Support status. An IGP is developed to address the areas of need. It is recommended to document with a letter. OR, a leader may be moved into Intensive Support status if the majority of functions in any standard are Not Meeting Standard or Progressing. An IGP is developed to address the areas of need. It is recommended to document with a letter. 						
INQUIRY CATEGORY Interim Appraisal Years	<p>Step 1:</p> <ul style="list-style-type: none"> Collect sources of data cited in the PGP (Form B) ongoing and throughout the year. Evaluator and administrator monitor this progress. 										
	<p>Step 2:</p> <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Evaluator and leader meet for LEADS overview and data review. 	<p>Step 3:</p> <ul style="list-style-type: none"> Evaluator and principal review PGP (Form B) from previous year to update PGP based on data. 	<p>Step 3: (Ongoing)</p> <ul style="list-style-type: none"> Continue to review progress on PGP (Form B) and revise as needed throughout the year. 	<p>Step 4:</p> <ul style="list-style-type: none"> Reflective comments through PGP submitted with artifacts. Leader Self-Assessment (Form A, A1, or A2) is completed. Evaluator and leader revise or develop a PGP for the next year (Form B). 							

LEADS Evaluation Suggested Timeline Quick Reference* (cont'd)

	June	July	August	September	October	November	December	January	February	March	April
NOVICE/PROBATIONARY CATEGORY One to Three Years per District Policy	Step 1: (June – August) <ul style="list-style-type: none"> Beginning evaluators and leaders attend ADE-LEADS training. Evaluator and leader meet for LEADS overview and data review. Evaluator and building- or district-level leader (i.e., Assistant Principal, District-level Leader) review Evaluation Rubric (Form A1 or A2) and choose standards and functions for evaluation and PGP development. Principals are evaluated on all standards and functions (Form A). 		Step 2 : <ul style="list-style-type: none"> Self-Assessment (Form A, A1, or A2) completed. Evaluator and leader create or revisit/revise PGP (Form B) based on data. 	Step 3: (Ongoing) <ul style="list-style-type: none"> Artifacts cited in the PGP are collected. Evaluator and leader monitor progress. Optional – Staff survey (Form E). 	Step 4: A first formative assessment, with a follow-up conference, is Completed based on a review of relevant artifacts. Superintendent/Designee completes the Evaluation Rubric (Form A, A1, or A2) for identified standards (i.e., 3, 5, etc.).	Step 5: <ul style="list-style-type: none"> Second formative assessment Evaluator completes Evaluation Rubric (Form A, A1, or A2) for identified standards (i.e., 1, 2, 4, 6, etc.). 	Step 6: <ul style="list-style-type: none"> Reflective comments through PGP submitted with artifacts. Evaluator completes Evaluation Rubric (Form A, A1, or A2). Summative conference to discuss and finalize ratings. Evaluator makes final decisions on ratings (considers formative work and PGP). New PGP priorities are identified or revised for the next year. Revisions may be made after data review in the summer/fall. 				
INTENSIVE CATEGORY May be two years, if progressing	Step 1: <ul style="list-style-type: none"> Collect artifacts (evidence) cited in the Intensive Growth Plan (IGP) (Form C) for initial reflection on progress (June – October). Continue collecting artifacts (evidence) cited in the IGP (Form C) while leader and superintendent/designee monitor this progress. 										
	Step 1: <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Evaluator and leader meet for LEADS overview and data review. 		Step 2: <ul style="list-style-type: none"> Optional staff survey (Form E) administered Initial meeting between evaluator and leader to review and revise IGP (Form C) that was created the prior year. 	Step 3: <ul style="list-style-type: none"> First formative assessment completed with review of relevant artifacts (evidence). Evaluator completes Evaluation Rubric (Form A, A1, or A2) for the identified standards and functions. 	Step 4: Second review of artifacts; Evaluation Rubric (Form A, A1, or A2) completed.	Step 5: Third review of artifacts; Evaluation Rubric (Form A, A1, or A2) completed.	Step 6: Fourth review of artifacts; Evaluation Rubric (Form A, A1, A2) completed.	Step 7: Fifth review of artifacts; Evaluation Rubric (Form A, A1, or A2) completed.	Step 8: <ul style="list-style-type: none"> Reflective comments through PGP submitted with artifacts. Summative Evaluation Rubric (Form A, A1, or A2) completed Summative conference to discuss evaluator's ratings. Evaluator makes final decisions on ratings (considers formative work and IGP progress). A leader may remain in this category for an additional two semesters if progress on identified standards and functions are evidenced. 		

* **Note:** Please find timeline details online at <http://www.arkansased.org/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/principal-evaluation-system/principal-evaluation-leads-supporting-documents>