

Arkansas Leader Excellence and Development System Timelines by Category

Novice/Probationary Category Timeline*

Step 1: June-August

- Beginning Superintendents/Assistant Superintendents (Designee) and/or Principals/Building Leaders attend Arkansas Department of Education Principal Evaluation LEADS training.
- Superintendent/Designee and all administrators meet for the Principal Evaluation LEADS Overview and review of materials. Principals should ask clarifying questions to assist in their understanding of the process based on the system rubric and assessment documents.

Step 2: (Principal) August-September

- Principal/Building Leader completes the **Principal Evaluation Rubric (Form A) for Self-Assessment**. Superintendent *may* complete the **Principal Evaluation Superintendent Initial Assessment (Form A)** to prepare for initial meeting with Principal.
- An initial meeting is conducted between the Superintendent/Designee and Principal/Building Leader to collaboratively complete (or review) the **Professional Growth Plan (PGP) (Form B)** based on assessment documents.

Step 2: (Assistant Principal) August-September

- Evaluator (Building Principal or Designee) meets with Assistant Principal to review the LEADS **Assistant Principal Rubric (Form A1)** to determine relevant standards and functions for evaluation. Superintendent/Designee may wish to approve selection.
- Assistant Principal/Building Leader completes the **Assistant Principal Evaluation Rubric (Form A1) for Self-Assessment based on chosen standards and functions**
- An initial meeting is conducted between the Principal (Evaluator) and Assistant Principal to collaboratively complete (or review) the **Professional Growth Plan (PGP) (Form B)** based on assessment documents

Step 3: August-October and then ongoing throughout year

- Artifacts cited in the Professional Growth Plan are collected from August to October. The Administrator (Principal or Assistant Principal) and Superintendent/Designee monitor this process.
- Optional staff survey, **Staff Survey (Form E)**, may be administered based on district procedures to set a baseline for comparison of future surveys after implementation.

Step 4: November/December

- A first formative assessment, with a follow-up conference, is completed based on a review of relevant artifacts. Superintendent/Designee completes the **Principal/Assistant Principal Evaluation Rubric (Form A or A1 as appropriate) for Formative Assessment** on Standards 1, 2 and 4 with a focus on Standard 2.

Step 5: January/February

- A second formative assessment, with a follow-up conference, is completed based on a review of relevant artifacts. Superintendent/Designee completes the **Principal/Assistant Principal Evaluation Rubric (Form A or A1 as appropriate) for Formative Assessment** on Standard 3, 5 and 6 with a focus on Standard 3.

Step 6: March/April

- Principal/Building Leader completes the **Reflective Narrative (Form D)** and submits with artifacts prior to the summative assessment meeting with the Superintendent/Designee.

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- Superintendent/Designee completes the ***Evaluation Rubric (Form A or A1 as appropriate) for Summative Assessment*** based upon progress achieved on the ***Professional Growth Plan (Form B)*** and prior formative assessments.
- SUMMATIVE ASSESSMENT MEETING
 - A meeting is conducted between the Superintendent/Designee and Principal/Building Leader to discuss the Superintendent/Designee ratings on the summative assessment.
 - Superintendent/Designee makes the final rating decision based on artifacts and results of formative assessments.

****Novice/Probationary Category is for one to three years based on district policy.***

Arkansas Leader Excellence and Development System Timelines by Category

Inquiry Category – Summative Evaluation Year Timeline*

Step 1: June-October and then ongoing throughout year

- ☐ Artifacts cited in the **Professional Growth Plan (Form B)** are collected from June to October and ongoing. The Building Leader and Superintendent/Designee monitor this process.

Step 2: (Principal) June-August

- ☐ Beginning Superintendents/Assistant Superintendents/Designees attend Arkansas Department of Education Principal Evaluation LEADS training.
- ☐ Superintendent/Designee and all administrators meet for the Principal Evaluation LEADS overview and review of materials. Principals should ask clarifying questions to assist in their understanding of the process based on the system rubric and assessment documents.

Step 2: (Assistant Principal) August-September

- ☐ Evaluator (Building Principal or Designee) meets with Assistant Principal to review the LEADS **Assistant Principal Rubric (Form A1)** to determine relevant standards and functions for evaluation. Superintendent/Designee may wish to approve selection.

Step 3: August-October

- ☐ Principal/Building Leader/Assistant Principal completes **The Principal or Assistant Principal Evaluation Rubric (Form A or A1 as appropriate) for Self-Assessment**. Superintendent *may* complete the **Principal Evaluation Superintendent Initial Assessment (Form A)** to prepare for initial meeting with Principal.
- ☐ Optional staff survey, **Staff Survey (Form E)**, may be administered based on district procedures to set a baseline for future surveys after implementation.
- ☐ The Superintendent/Designee and Principal/Building Leader collaboratively review the **Professional Growth Plan (Form B)**, which was developed in the summative or interim appraisal conference the prior year, to determine progress on goals. The Self-Assessment or Superintendent Initial Assessment may be used to update PGP.

Step 4: November/December

- ☐ A first formative assessment, with a follow-up conference, is completed based on a review of relevant artifacts. Superintendent/Designee completes the **Principal/Assistant Principal Evaluation Rubric (Form A or A1 as appropriate) for Formative Assessment** on Standards 1, 2 and 4 with a focus on Standard 2.

Step 5: January/February

- ☐ A second formative assessment, with a follow-up conference, is completed based on a review of relevant artifacts. Superintendent/Designee completes the **Principal/Assistant Principal Evaluation Rubric (Form A or A1 as appropriate) for Formative Assessment** on Standard 3, 5 and 6 with a focus on Standard 3

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Step 6: March/April

- Principal/Building Leader/Assistant Principal completes the **Reflective Narrative (Form D)** and submits with artifacts prior to the summative assessment meeting with the Superintendent/Designee.
- Superintendent/Designee completes the **Evaluation Rubric (Form A or A1 as appropriate) for Summative Assessment** based upon progress achieved on the **Professional Growth Plan (Form B)** and prior formative assessments.
- SUMMATIVE ASSESSMENT MEETING**
 - A meeting is conducted between the Superintendent/Designee and Principal/Building Leader to discuss the Superintendent/Designee ratings on the summative assessment on all Standards and Functions.
 - Superintendent/Designee makes the final rating decision based on artifacts and results of formative assessments.

***Once every three years.**

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Inquiry Category-Interim Appraisal Timeline (Non-Summative Years)*

Step 1: June-March/April

- Sources of data cited in the **Professional Growth Plan (Form B)** are collected from June till the March/April meeting. The Building Leader and Superintendent/Designee monitor this process.

Step 2: July-August

- Beginning Superintendents/Assistant Superintendents/Designees attend Arkansas Department of Education Principal Evaluation LEADS training.
- Superintendent/Designee and all administrators meet for the Principal Evaluation LEADS Overview and review of materials. Principals should ask clarifying questions to assist in their understanding of the process based on the system rubric and assessment documents.
- Evaluator (Building Principal or Designee) meets with Assistant Principal to review the LEADS **Assistant Principal Rubric (Form A1)** to determine relevant standards and functions for evaluation. Superintendent/Designee may wish to review selection.

Step 3: August-October and then ongoing throughout year

- Superintendent/Designee reviews the **Professional Growth Plan (Form B)**, which was developed in the summative conference the prior year, to determine progress on the goals.

Step 4: March/April

- Principal/Building Leader/Assistant Principal completes the **Reflective Narrative (Form D)** and submits with artifacts related to the PGPs prior to the Interim Appraisal Performance Summary meeting with the Superintendent/Designee.
- Principal/Building Leader/Assistant Principal completes the **Principal/Assistant Principal Evaluation Rubric (Form A or A1 as appropriate) for Self-Assessment**.
- Superintendent/Designee and Principal/Building Leader revise, or develop a new **Professional Growth Plan (Form B)** for the next year to reflect changes based on progress toward the goals of the prior PGP during the Interim Appraisal Performance Summary meeting.

***Two years of the three year cycle of Principal Evaluation.**

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Intensive Category Timeline*

**The Intensive designation occurs when a Building Leader is not meeting standards on two or more functions in Standard Two and/or not meeting standards and/or progressing on the majority of functions in any standard. A principal may stay in the Intensive Category for up to two years if progress is made on PGP's the first year.*

Step 1: June-August

- Artifacts cited in the **Intensive Growth Plan (IGP) (Form C)** are collected from June to October and ongoing. The Building Leader and Superintendent/Designee monitor this process.
- Beginning Superintendents/Assistant Superintendents attend Arkansas Department of Education Principal Evaluation LEADS training.
- Superintendent/Designee and all administrators meet for the Principal Evaluation LEADS Overview and review of materials. Principals should ask clarifying questions to assist in their understanding of the process based on the system rubric and assessment documents.

Step 2: August-September

- An initial meeting is conducted between the Superintendent/Designee and Principal/Building Leader to collaboratively complete the **Intensive Growth Plan (Form C)** based on assessment documents.

Step 3: October and on-going

- Optional staff survey, **Staff Survey (Form E)**, is administered based on district procedures to set a baseline for future surveys after implementation.
- A first formative assessment is completed based on a review of relevant artifacts. Superintendent/Designee completes the **Evaluation Rubric (Form A or A1 as appropriate) for Formative Assessment**.

Step 4: November

- A second review of relevant artifacts is discussed and Superintendent/Designee in the second formative assessment.
- Superintendent/Designee completes the second **Evaluation Rubric (Form A or A1 as appropriate) for Formative Assessment**. Specific actions with timelines are completed by the principal/assistant principal as outlined.

Step 5: December

- A third review of relevant artifacts is discussed with Superintendent/Designee in the third formative assessment.
- Superintendent/Designee completes the third **Principal Evaluation Rubric (Form A) for Formative Assessment**. Specific actions with timelines are completed by the principal/assistant principal as outlined.

Step 6: January

- A fourth review of relevant artifacts is discussed by the Principal/Building Leader/Assistant Principal and Superintendent/Designee in the fourth formative assessment.
- Superintendent/Designee completes the fourth **Evaluation Rubric (Form A or A1 as appropriate) for Formative Assessment**. Specific actions with timelines are completed by the principal/assistant principal as outlined.

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Intensive Category Timeline* (*continued*)

Step 7: February

- A fifth review of relevant artifacts is discussed by the Principal/Building Leader/Assistant Principal and Superintendent/Designee in the fifth formative assessment.
- Superintendent/Designee completes the fifth **Evaluation Rubric (Form A or A1 as appropriate) for Formative Assessment**. Specific actions with timelines are completed by the principal/assistant principal as outlined.

Step 8: March/April

- Principal/Building Leader completes the **Reflective Narrative (Form D)** and submits, with artifacts, prior to the summative assessment meeting with the Superintendent/Designee.
- Superintendent/Designee completes the **Evaluation Rubric (Form A or A1 as appropriate) for Summative Assessment** based upon progress achieved on the **Intensive Growth Plan (Form C)** and prior formative assessments.
- SUMMATIVE ASSESSMENT MEETING
 - A meeting is conducted between the Superintendent/Designee and Principal/Building Leader/Assistant Principal to discuss the Superintendent/Designee ratings on the summative assessment.
 - Superintendent/Designee makes the final rating decision based on artifacts and results of formative assessments and the IGP.