

Arkansas Leader Excellence and Development System (LEADS) Principal/Assistant Principal Evaluation Suggested Timeline Quick Reference*

	June	July	August	September	October	November	December	January	February	March	April
INQUIRY CATEGORY Summative	Step 1: Principal and Assistant Principal <ul style="list-style-type: none"> Collect artifacts (evidence) for initial reflection (June to October) and ongoing throughout the year. Evaluator and administrator monitor this progress. 										
	Step 2: Principal <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Evaluator and principal meet for LEADS overview and material review. 	Step 2: Assistant Principal (August to September) <ul style="list-style-type: none"> Evaluator and assistant principal review Evaluation Rubric (Form A1) and choose standards and functions for evaluation. 	Step 3: Principal <ul style="list-style-type: none"> Self-Assessment (Form A) completed. Optional - Staff survey (Form E). Evaluator and principal create or revisit/revise PGP (Form B). 	Step 3: Assistant Principal <ul style="list-style-type: none"> Self-Assessment (Form A1) completed. Evaluator and assistant principal create or revisit/revise PGP (Form B). 	Step 4: Principal <ul style="list-style-type: none"> First formative assessment Evaluator completes Evaluation Rubric (Form A) for standards 1, 2, 4 (emphasis on 2). 	Step 4: Assistant Principal <ul style="list-style-type: none"> First formative assessment Evaluator completes Evaluation Rubric (Form A1). 	Step 5: Principal <ul style="list-style-type: none"> Second formative assessment Evaluator completes Evaluation Rubric (Form A) for standards 3, 5, 6 (emphasis on 3). 	Step 5: Assistant Principal <ul style="list-style-type: none"> Second formative assessment Evaluator completes Evaluation Rubric (Form A1). 	Step 6: Principal <ul style="list-style-type: none"> Reflective Narrative (Form D) submitted with artifacts. Evaluator completes Evaluation Rubric (Form A). Summative Meeting to discuss and finalize ratings. 	Step 6: Assistant Principal <ul style="list-style-type: none"> Reflective Narrative (Form D) submitted with artifacts. Evaluator completes Evaluation Rubric (Form A1). Summative Meeting to review and finalize ratings. Evaluator makes final decisions on ratings (considers formative work and PGP). 	
INQUIRY CATEGORY Interim Appraisal	Step 1: Principal and Assistant Principal <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. 										
	Step 2: Principal <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Evaluator and principal meet for LEADS overview and material review. 	Step 2: Assistant Principal (July-August) <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Principals and assistant principals meet for LEADS overview and material review. 	Step 3: Principal (August-October) <ul style="list-style-type: none"> Evaluator and principal review PGP (Form B) from previous year to update PGP. 	Step 3: Assistant Principal (August-October) <ul style="list-style-type: none"> Principal and assistant principal review PGP (Form B) from previous year to update PGP. 	Step 3: Principal (Ongoing) <ul style="list-style-type: none"> Continue to review progress on PGP (Form B) throughout the year. 	Step 3: Assistant Principal (Ongoing) <ul style="list-style-type: none"> Continue to review progress on PGP (Form B) throughout the year. 			Step 4: Principal <ul style="list-style-type: none"> Reflective Narrative (Form D) is completed. Principal Self-Assessment (Form A) is completed. Evaluator and principal revise or develop a PGP. 	Step 4: Assistant Principal <ul style="list-style-type: none"> Reflective Narrative (Form D) is completed. Assistant Principal Self-Assessment (Form A1) is completed. Evaluator and principal revise or develop a PGP (Form B). 	

* **Note:** Please find timeline details online

[ADE Home Page ⇒ Principal Evaluation System ⇒ Principal Evaluation (LEADS) Supporting Documents ⇒ AR LEADS Timelines by Category]

LEADS Evaluation Timeline Quick Reference* (cont'd)

	June	July	August	September	October	November	December	January	February	March	April					
NOVICE/PROBATIONARY CATEGORY	Step 1: Principal (June – August) <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Evaluator and principal meet for LEADS overview and material review. 		Step 2 : Principal (August – September) <ul style="list-style-type: none"> Self-Assessment (Form A) is completed. Evaluator completes the Superintendent Initial Assessment (Form A). Meeting to complete (or review) the PGP (Form B). 		Step 3: Principal (Ongoing) <ul style="list-style-type: none"> Artifacts cited in the PGP are collected. Evaluator and principal monitor this. Optional staff survey (Form E). 		Step 5: Principal (Ongoing) <ul style="list-style-type: none"> Second formative assessment Evaluator completes Principal Evaluation Rubric (Form A) for standards 3, 5 and 6 (emphasis on 3). 		Step 6: Principal <ul style="list-style-type: none"> Reflective Narrative (Form D) submitted with artifacts. Evaluator completes Evaluation Rubric (Form A). Summative Meeting to discuss and finalize ratings. 							
	Step 1: Assistant Principal (June-August) <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Evaluator and Assistant Principal meet for LEADS overview and material review. 		Step 2 : Assistant Principal (August – September) <ul style="list-style-type: none"> Evaluator and assistant principal review Evaluation Rubric (Form A1) and choose standards and functions for evaluation. Self-Assessment (Form A1) is completed. Evaluator completes the Assistant Principal Initial Assessment (Form A1). Meeting to complete (or review) the PGP (Form B). 		Step 3: Assistant Principal (Ongoing) <ul style="list-style-type: none"> Artifacts cited in the PGP are collected. Evaluator and principal monitor this. 		Step 4: Principal <ul style="list-style-type: none"> First formative assessment Evaluator completes Principal Evaluation Rubric (Form A) for standards 1, 2 and 4 (emphasis on 2). 		Step 4: Assistant Principal <ul style="list-style-type: none"> First formative assessment Evaluator completes Assistant Principal Evaluation Rubric (Form A1). 		Step 5: Assistant Principal <ul style="list-style-type: none"> Second formative assessment Evaluator completes Assistant Principal Evaluation Rubric (Form A1). 		Step 6: Assistant Principal <ul style="list-style-type: none"> Reflective Narrative (Form D) submitted with artifacts. Evaluator completes Evaluation Rubric (Form A1). Summative Meeting to discuss and finalize ratings. Evaluator makes final decisions on ratings (considers formative work and PGP). 			
INTENSIVE CATEGORY	Step 1: Principals and Assistant Principals <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) and principal and superintendent/designee monitor this progress. 															
	Step 1: Principal <ul style="list-style-type: none"> Beginning evaluators attend ADE-LEADS training. Evaluator and principal meet for LEADS overview and material review. 		Step 2: Principal <ul style="list-style-type: none"> Optional staff survey (Form E) administered Initial meeting: complete IGP (Form C) 		Step 3: Principal and Assistant Principal <ul style="list-style-type: none"> First formative assessment completed with review of relevant artifacts (evidence) Evaluator completes Evaluation Rubric (Form A or A1) 		Step 4: Review of artifacts; Evaluation Rubric (Form A or A1) completed.		Step 5: Third review of artifacts; Evaluation Rubric (Form A or A1) completed.		Step 6: Fourth review of artifacts; Evaluation Rubric (Form A or A1) completed.		Step 7: Fifth review of artifacts; Evaluation Rubric (Form A or A1) completed.		Step 8: <ul style="list-style-type: none"> Reflective Narrative (Form D) and artifacts submitted Summative Evaluation Rubric (Form A or A1) completed Summative meeting to discuss evaluator's ratings. Evaluator makes final decisions on ratings (considers formative work and IGP). 	

* **Note:** Please find timeline details online

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