

Assistant Principal Portfolio Scoring Form SY15-16

Instructions: An Assistant Principal Portfolio is one of the measures used to determine an assistant principal's summative evaluation rating. Use this form to score the Assistant Principal Portfolio. Include specific evidence from the artifacts.

Assistant Principal Portfolio Artifacts (Use the drop down list to indicate if artifact is present in TalentEd and/or BriteLocker or incomplete.)

1. Completed Set of One Teacher's Evaluation Documents

2. Assistant Principal Professional Growth Plan

3. Student Discipline Artifact

4. Professional Learning Community Artifact

5. Choice Component Artifact

Use the following scale to rate each Essential Practice of School Leadership. Refer to the descriptions in the *Five Essential Practices of School Leadership Framework* that begins on page 5 of the Framework document accessible on VIDE EES web portal at <http://tle.vide.vi>. Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

Practice Scoring Scale

1 = Unsatisfactory 2 = Basic 3 = Proficient 4 = Distinguished

1. **Build Shared Purpose:** The most effective leaders develop a compelling, shared organizational vision and ensure the vision is lived in the daily work of educators.
Indicator 1.1: Support School Mission

Choose an item.

Rationale for Score

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

2. **Focus on Learning:** The leader engages in instructional leadership to develop and maintain student access to appropriate, ambitious, and strong instructional programs focused on academic excellence and social and emotional development.

Indicator 2.1: Improve the Instructional Program

Indicator 2.2: Support Teachers' Development of a Positive Classroom Climate

Choose an item.

Rationale for Score

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

3. **Manage Organizational Systems:** The leader acts strategically and systematically to create teaching and learning conditions that are safe and supportive by aligning financial resources, human capital, data, and other resources.

Indicator 3.1: Manage the Organizational Structure

Indicator 3.2: Lead and Develop Personnel

Indicator 3.3: Manage Resources

Choose an item.

Rationale for Score

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

4. **Collaborate with Community:** The leader ensures that parents and community organizations are engaged with the school.

Indicator 4.1: Collaborate With Families and Stakeholders, and Respond to Diverse Community Needs

Choose an item.

Rationale for Score

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

5. **Leadership Practice 5: Lead with Integrity:** Assistant Principals lead with integrity and model responsibility through pursuit of professional learning

Indicator 5.1: Demonstrate Personal and Professional Responsibility

Choose an item.

Rationale for Score

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

Principal's Comments (Optional)