**Evaluation Planning Form**

The Portfolio documents an assistant principal’s performance on the Five Essential Practices of School Leadership. A total of **five artifacts**, including a professional growth plan (PGP), are required. Two artifacts, teacher evaluation documents and the PGP, have been pre-selected for all assistant principals. In addition, assistant principals select one artifact each for Student Discipline and Professional Learning Communities, and one artifact for an assistant principal school leadership practice of their choice. The **assistant principal** completes this form and submits it through TalentEd. The principal may schedule an Evaluation Planning Meeting to discuss possible artifacts. More information about the portfolio can be found on the [EES Portal](http://vide.vi/for-employees/educators-portal/vide-es/290-assistant-principal-evaluation-process.html).

## Artifact 1: Professional Growth Plan

The PGP is focused on the assistant principal’s professional development. The assistant principal sets professional learning goals, monitors learning activities, and reflects on the impact of the professional learning on practice. The principal’s approval of the plan indicates a commitment to provide the supports necessary to achieve the goals.

**Artifact 1: Professional Growth Plan**

Assistant Principal School Leadership Practice and Indicator(s):

* **Lead with Integrity,** Indicator 5.1: Demonstrate Personal and Professional Responsibility

**Goal 1 - Personal Growth:** A learning goal for the assistant principal that addresses an area of growth or improvement informed by data, student needs, previous evaluation results, and/or self-reflection.

**Framing the Goal**

I will improve my ability to (state the practice I want to improve) by (state the learning), (state how and when I will do this) and (how and when I will apply the learning).

**Goal Statement** (SMART Goal)

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**Rationale:** Why was this goal chosen?

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**Activity:** What is the proposed learning activity?

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**Application**: What will I do with the knowledge and skills I have learned to change instructional practice to meet student needs?

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**Progress:** How will I know that I am making **progress** and achieving my goal?

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**Outcomes**: How will the professional learning impact practice and support student growth?

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**Supports:** What **supports** might I need to complete the activity and achieve my goal?

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**Target Completion Date:** Click here to enter a date.

**Goal 2 - Collaborative Learning:** A goal written by a team of professionals collaborating around a common area for professional learning. Assistant principals may wish to collaborate with other APs at their school or across schools/districts. They may also collaborate with other professionals (e.g., principals, teachers, counselors) to address a common need. The goal is the same for all of the team members; however, each member is responsible for identifying and completing appropriate activities, and reflecting on the learning and use of the new skills and knowledge.

**Framing the Goal**

I will collaborate with (identify colleagues) to improve my ability to (state the practice I want to improve) by (state the learning), (state how and when I will do this) and (how and when I will apply the learning).

**Goal Statement** (SMART Goal)

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**Rationale:** Why was this goal chosen?

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**Activity:** What is the proposed collaborative learning activity?

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**Application**: What will I do with the knowledge and skills I have learned to change instructional practice to meet student needs?

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**Progress:** How will I know that I am making **progress** and achieving my goal?

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**Outcomes**: How will the professional learning impact practice and support student growth?

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**Supports:** What **supports** might I need to complete the activity and achieve my goal?

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**Target Completion Date:** Click here to enter a date.

**Artifact 2**

**A set of completed documents for one teacher’s evaluation**

Assistant Principal School Leadership Practice and Indicator(s):

* **Focus on Learning,** Indicator 2.1: Improve the Instructional Program
* **Manage Organizational Systems** Indicator 3.2: Lead and Develop Personnel and

Indicator 3.3: Manage Resources

**Artifact 3**

**Student Discipline** (indicate possible artifact(s) to be collected)

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Assistant Principal School Leadership Practice and Indicator(s):

* **Focus on Learning,** Indicator 2.2: Support Teacher’s Development of a Positive Classroom Climate
* **Manage Organizational Systems**, Indicator 3.1:Manage the Organizational Systems
* **Collaborate with Community**, Indicator 4.1:Collaborate With Families and Stakeholders, and Respond to Diverse Community Needs

**Artifact 4**

**Professional Learning Communities Artifact** (indicate possible artifact(s) to be collected)

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Assistant Principal School Leadership Practice and Indicator(s):

* **Build Shared Purpose,** Indicator 1.1: Support School Mission
* **Focus on Learning,** Indicator 2.1:Improve the Instructional ProgramandIndicator 2.2:Support Teacher’s Development of a Positive Classroom
* **Manage Organizational Systems,** Indicator 3.2: Lead and Develop Personnel
* **Lead with Integrity,** Indicator 5.1: Demonstrate Personal and Professional Responsibility

**Artifact 5**

**Assistant Principal’s Choice** (indicate possible artifact(s) to be collected)

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Select the School Leadership Practice that will be demonstrated by the artifact.

School Leadership Practice:

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| Choose an item. |

Select Indicator related to the School Leadership Practice.

Practice Indicator:

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| Choose an item. |