

School Leadership Time Form SY15-16





School Leadership time is critical in leading schools, therefore principals being present and on time will help maximize school leadership time. The Virgin Islands Department of Education (VIDE) includes school leadership time as one of the measures within the principal evaluation process. School Leadership time is indicated by a principal's attendance and timeliness and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:





4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory, 1= Unsatisfactory

The **superintendent completes the School Leadership Time Form** based on the principal's record of attendance and tardiness in TimeForce and submits it **BEFORE** the principal's **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal](#).

Attendance

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
			
13 or more absences	9-12 absences	5-8 absences	0-4 absences

Tardiness

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
			
13 or more tardies	9-12 tardies	5-8 tardies	0-4 tardies

Total School Leadership Time score is calculated by averaging the attendance and tardiness scores. TalentEd automatically calculates the **Total School Leadership Time score** when the form is submitted.

TOTAL SCHOOL LEADERSHIP TIME SCORE:

Attachment #1 [Delete](#)

Attachment #2 [Delete](#)

Attachment #3 [Delete](#)

If the attachment will not upload properly, [click here](#) to try the alternate version.