

APA Timeline - The APA in Action

Following are key dates, tools, and resources associated with implementation of the Albemarle County Public Schools Administrator Performance Appraisal.

All

Tenured

Non-Tenured

Principals & Assistants New to a Building

Who?	When?	What?	Resources?
All	JULY - By the end of July	Understanding the Administrator Performance Appraisal	Overview of the APA Performance Standards and Indicators Performance Rubrics External Professional Standards Developing SMART Goals Documenting and Analyzing School Improvement School Walk Protocol Meeting Walk Protocol ACPS Strategic Planning School & Department Improvement Planning Evaluation Grid
Tenured	JULY - By the last	Understanding the	5 Yr Recertification Cycle

	<p>day of July</p> <p>Summer</p> <p>Orientation: Administrators on their recertification year attend.</p>	<p>Administrator</p> <p>Performance Appraisal</p>	<p>APA Timeline Activities</p> <p>Executive Summary</p> <p>Self-Assessment or Self-Assessment Summary</p> <p>Multi-Media Portfolio</p>
<p>Non-Tenured</p>	<p>JULY - By the last day of July</p> <p>Summer</p> <p>Orientation: 1st year administrators attend 3 days, 2nd year, 2 days, third year, 1 day.</p>	<p>Understanding the Administrator</p> <p>Performance Appraisal</p>	<p>5 Yr Recertification Cycle</p> <p>APA Timeline Activities</p> <p>Executive Summary</p> <p>Self-Assessment or Self-Assessment Summary</p> <p>Multi-Media Portfolio</p>
<p>Principals & Assistants</p> <p>New to a Building</p>	<p>AUGUST - By August 1st</p>	<p>Transition Plan / Non-negotiable Activities</p> <p>Approved</p>	<p>Transition Plan Template</p>
<p>All</p>	<p>SEPTEMBER - By the last school day in September</p>	<p>Self-Assessment, Reflection, and Goal Setting</p>	<p>Self-Assessment or Self-Assessment Summary</p> <p>Goal/Objective Planning Form</p> <p>School SIP</p> <p>Student Academic Progress Goal</p>

			Development Portfolio Guidelines
Principals & Assistants New to a Building	NOVEMBER - By the first school day of November	Transition Plan Activities Completed	Transition Plan Template
Tenured	NOVEMBER - By the last school day in November	School Walk Meeting Walk	School Walk Protocol Meeting Walk Protocol
Non-Tenured	DECEMBER - By the last school day in December	2 School Walks 2 Meeting Walks	School Walk Protocol Meeting Walk Protocol
All	OCTOBER to JANUARY - During Q2	Climate Surveys Administered during Q2 by coordinating with DART Staff. Non-Tenured - Years 1, 2, 3 Tenured - Recertification Year	Principal Survey Assistant Principal Survey Survey Analysis Tool
All	FEBRUARY - By President's Day	Meeting Walk or School Walk Survey Debrief with Supervisor	School Walk Protocol Meeting Walk Protocol Survey Analysis Tool School Midyear Review

<p>Non-Tenured</p>	<p>FEBRUARY – By Presidents’ Day</p>	<p>Mid-Year Checkpoint</p>	<p>Interim Performance Appraisal SIP & APA Goal Progress Review</p>
<p>All</p>	<p>MARCH - By the end of the second full week of school in March</p>	<p>Meeting Walk or School Walk</p>	<p>Meeting Walk Protocol School Walk Protocol</p>
<p>All</p>	<p>APRIL – By April 15</p>	<p>Notice of Non-Renewal</p>	<p>Completed by Supervisor & Human Resources Staff</p>
<p>All</p>	<p>JUNE – By June 1</p>	<p>Final Performance Appraisal</p>	<p>Final Performance Appraisal Form School SIP to Date Portfolio Guidelines Self-Assessment or Self-Assessment Summary Performance Standards and Indicators</p>