

**Appraisal System —  
Principals**

The District's locally adopted Principal Appraisal System will be used to annually assess each principal's performance in relation to the CCISD Principal Standards, which will personify continuous growth and improvement, guide self-reflection, inform professional learning, and improve leadership quality.

The District's Principal Appraisal System is composed of the following components: begin year goal setting, mid-year goal setting, appraisal of domains, and end of year summative.

**Self-Assessment  
and Goal-Setting**

The principal self-assessment and goal-setting processes are interwoven and applied throughout the school year to positively impact each principal's professional practices and ultimately increase the academic growth of all learning. The self-assessment provides the basis for establishing professional growth goals. The principal will set manageable, meaningful, and measurable performance goals. In establishing goals, returning principals will review the goals and professional learning plan established at the previous year's end-of-year conference.

Evidence and documentation gathered by the principal should provide a basis for self-assessment, goal-setting, and professional learning planning, and demonstration of performance on specific standards.

An appraisal calendar will be given to the principal prior to the beginning-of-year conference.

*Beginning-of-  
Year Conference*

Each principal will submit his or her proposed goals to the principal's appraiser prior to the beginning-of-year conference.

The beginning-of-year conference will include a discussion regarding performance improvement, leadership effectiveness, and strategies to improve school productivity and student outcomes.

The beginning-of-year conference provides the opportunity for the appraiser and the principal to discuss critical topics including the principal's completed self-assessment and three goals. The principal and the appraiser will agree on the data, evidence, and documentation applicable to the principal's goals. Data collection will happen throughout the appraisal cycle.

Following the beginning-of-year conference, the principal will submit final goals to the appraiser.

**Midyear Conference**

The midyear conference will help the principal determine and discuss progress toward the attainment of his or her goals. At the meeting, evidence will be reviewed that is related directly to the goals. If applicable, discussion and identification of additional supports will be discussed. Adjustments to the goal-setting form will be

made if data, artifacts, and other evidence suggest that adjustments need to be made.

The meeting will include a review of selected sections of the principal evaluation appraisal rubric, progress on the student growth goal, and completion of the midyear progress form. The principal will be able to attach comments to the midyear progress form.

**End-of-Year  
Conference**

Prior to the end-of-year conference, the principal will provide to his or her appraiser a brief summary of artifacts and data related to the indicators and attainment of goals.

Potential goals and professional learning activities for the following year will be discussed.

After the end-of-year conference, the appraiser will take time to review and reflect on the information gathered throughout the year, including the information provided during the end-of-year conference, before completing the Rating and Goal Attainment Forms. The appraiser will provide the completed appraisal to the principal for review.

The appraiser and principal will sign and submit all required forms.

**Grievances**

Complaints regarding principal appraisal or the appraisal of another campus administrator will be addressed in accordance with DGBA(LOCAL).