

Georgia Leadership Evaluation Instrument

Confidential Procedural Record

LOCALLY DEVELOPED PRACTICE FORM REQUIRED TO BE ATTACHED

**Evaluatee
Name:**

**Evaluator
Name:**

Position Title:

Position Title:

ID#:

ID#:

1. Orientation Date: _____ (Required first year only)

3. Formative Conference Date (s):

2. Pre-Evaluation Conference Date: _____

(At least one required) _____

During the pre-evaluation conference the evaluatee was informed that the assigned dimensions and professional practices would be the basis of the Evaluatee's annual performance evaluation. Circle the dimensions and professional practices that were assigned. If "NA" is circled, that dimensions is not assigned. If "L" is circled, locally developed professional practice (s) will be used with the dimension and a copy of the practice (s) must be attached to the procedural record. Specify sources of information to be used to evaluate performance.

			Professional Practices	Sources of Information
PERFORMANCE AREA I: CURRICULUM				
A.	Planning and implementing an appropriate curriculum	NA	1 2 3 4 5 6 7 8 9	L
B.	Evaluating the curriculum or its implementation	NA	1 2 3 4 5 6 7 8	L
PERFORMANCE AREA II: STUDENT PERFORMANCE				
C.	Implementing and reporting assessment program results	NA	1 2 3 4 5 6 7 8 9	L
D.	Using assessment results to improve the instructional program	NA	1 2 3 4 5 6	L
PERFORMANCE AREA III: STAFF PERFORMANCE				
E.	Implementing a staff performance evaluation program	NA	1 2 3 4 5 6 7 8	L
F.	Planning appropriate staff development activities	NA	1 2 3 4 5 6 7 8 9	L
PERFORMANCE AREA IV: ACADEMIC FOCUS				
G.	Promoting maximum use of instructional time	NA	1 2 3 4 5 6 7 8	L
H.	Setting and enforcing high expectations for student behavior	NA	1 2 3 4 5	L
PERFORMANCE AREA V: COMMUNICATION				
I.	Communicating effectively with professional personnel	NA	1 2 3 4 5 6 7 8 9 10	L
J.	Communicating effectively with the public	NA	1 2 3 4 5 6 7 8	L
PERFORMANCE AREA VI: ORGANIZATIONAL SETTING				
K.	Establishing an appropriate physical environment	NA	1 2 3 4 5 6	L
L.	Using resources to enhance system goals	NA	1 2 3 4 5 6 7 8 9 10	L
PERFORMANCE AREA VII: COMPREHENSIVE IMPROVEMENT PLANS				
M.	Collaboratively developing a comprehensive improvement plan	NA	1 2 3 4 5	L
N.	Basing the comprehensive improvement plan on current evaluation data	NA	1 2 3 4	L

Check all that apply _____ Locally Developed Professional Practice(s) attached

_____ Previous Year's Required PDP(s) attached

Evaluatee's Signature

Date

Evaluator's Signature

Date

Revised 7/20/10