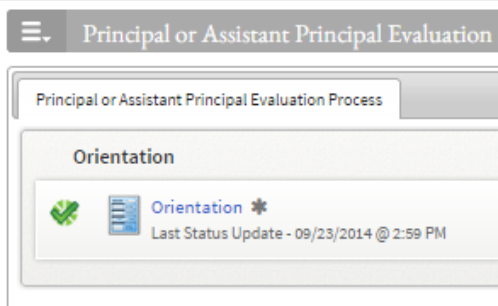
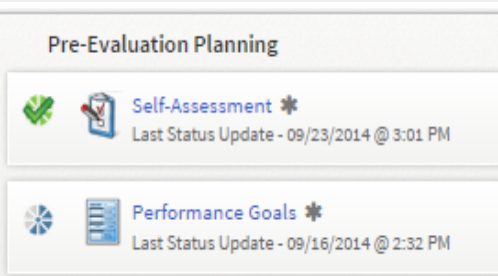
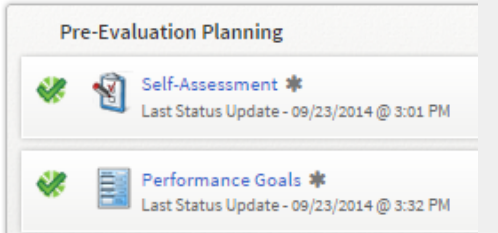
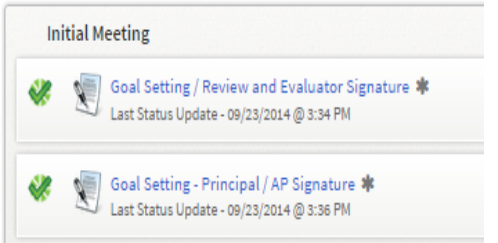
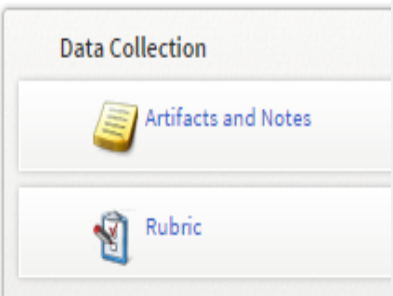
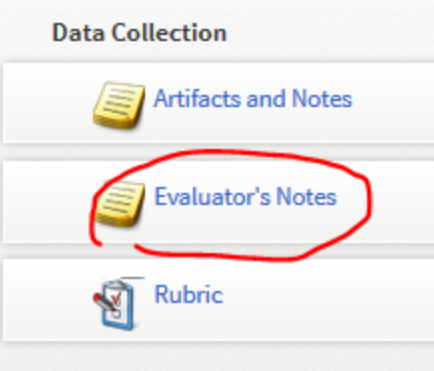
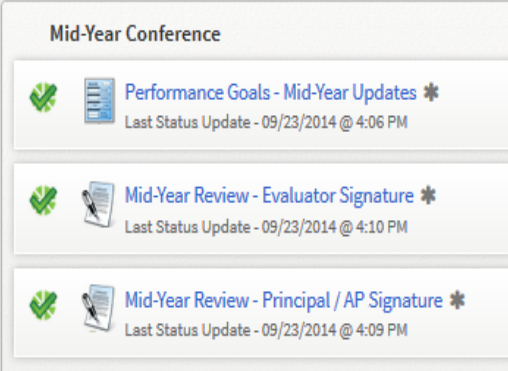


Craven County Schools Principal / Assistant Principal  
Evaluation Timeline

What	When	Role in TNL	Description/Notes	Screenshot
Step 1: Orientation	Early September	Principal	At the beginning of the school year, the superintendent/designee will conduct a group orientation with all of the district principals and assistant principals. At this orientation, each principal and assistant principal will be provided a complete set of materials outlining the evaluation process. <b>Note: mark complete</b>	
Step 2: Self Assessment	Mid - September	Principal	Principals and assistant principals will complete a self assessment using the Rubric for Evaluating North Carolina Principals/Assistant Principals. The assessment will serve as the basis for goal development, which should be completed prior to Step 3. <b>Note: save and exit, save, finalize, mark complete</b>	
Step 3, part 1: Performance Goals	By mid - September	Principal	Draft your goals based on self assessment. Required Standard 4 <b>Note: Edit Performance Standard Ratings for "District" and save. Tag your goal. Click "new" for additional goal(s). Mark Complete during initial meeting or as directed by your evaluator.</b>	
Step 3, part 2: Initial Meeting Between Principal and Superintendent	By early October	Superintendent or Assistant Superintendent	...to discuss the results of the self-evaluation, goal development, and the evidence and data to be gathered for the evaluation process. The principal/assistant principal and superintendent/designee will agree on the data, evidence, and artifacts necessary to complete the evaluation process and confirm the principal's/assistant principal's level of performance. <b>Note: data agreement and notes are placed in comments, each member acknowledges.</b>	

<p>Step 4: Data collection, Principal</p>	<p>Between Initial meeting and mid year review</p> <p>Continues after mid year to end of year review</p>	<p>Principal</p>	<p>The principal/assistant principal will collect the data agreed upon in Step 3. These data may include the artifacts listed for each standard on the rubric; feedback from parents, students, and the school community; documentation of professional development completed during the year; and other data to document achievement of performance goals. The district superintendent/designee will visit the school during this period in order to observe the environment and interact with teachers and other members of the school community.</p> <p>Note: Completes mid year review using the rubric.</p>	
<p>Step 4: Data Collection</p>	<p>Between Initial meeting and mid year review</p> <p>Continues after mid year to end of year review</p>	<p>Superintendent</p>	<p>Evaluator or contributor may record notes and artifacts in the Artifacts and Notes or the Evaluator's Notes. Evaluator's Notes are not visible to the Principal/assistant Principal. All parties can view items recorded the Artifacts and Notes section of the Data Collection container.</p>	<p>Evaluator's View-</p> 
<p>Step 5: Mid Year Evaluation</p>	<p>By mid - December</p>	<p>Superintendent</p>	<p>Principals/assistant principals will meet individually with the district superintendent or a designee who has been delegated the responsibility to discuss the principal's/assistant principal's progress toward achieving his or her annual goals. This mid-year discussion will focus on the status of goal attainment and mid-year adjustments to action plans that must be made in order to achieve goals by the end of the school year.</p> <p>Note: Principal marks progress on his/her login. Evaluator is required to make comments from evaluator's log in and complete a mid year rubric.</p> <p>Both parties acknowledge.</p>	

Step 6: End of Year review	By early April	Principal	Principal prepares a consolidated performance assessment. <b>Note: Principal marks complete.</b>	<div data-bbox="1052 218 1572 485"> <p><b>End of Year Review</b></p> <ul style="list-style-type: none"> <li>  Consolidated Performance Assessment * Last Status Update - 09/23/2014 @ 4:16 PM</li> <li> End-of-Year Review - Evaluator Signature *</li> <li> End-of-Year Review - Principal/AP Signature *</li> </ul> </div>
Step 6: End of Year review continued	By the end of April	Superintendent	Evaluator is required to add comments and review goals as “completed” or “not completed” before acknowledgment. Both parties acknowledge.  <b>Note: Click edit in all sections and pull down available menus.</b>	<div data-bbox="1052 533 1572 835"> <p><b>End of Year Review</b></p> <ul style="list-style-type: none"> <li>  Consolidated Performance Assessment * Last Status Update - 09/23/2014 @ 4:16 PM</li> <li>  End-of-Year Review - Evaluator Signature * Last Status Update - 09/23/2014 @ 4:28 PM</li> <li>  End-of-Year Review - Principal/AP Signature * Last Status Update - 09/23/2014 @ 4:19 PM</li> </ul> </div>
Step 7: Meeting between Principal/ Superintendent/ Designee	By the end of April	Superintendent	Evaluator completes Summary Evaluation container and marks complete.  Evaluator completes Summary Evaluation Rubric. <b>Note: save and exit, finalize, mark complete.</b>  <b>Both parties acknowledge</b>	<div data-bbox="1052 890 1572 1255"> <p><b>Summary Evaluation</b></p> <ul style="list-style-type: none"> <li>  Summary Evaluation Information * Last Status Update - 09/23/2014 @ 4:36 PM</li> <li>  Summary Evaluation Rubric * Last Status Update - 09/23/2014 @ 4:37 PM</li> <li>  Summary Evaluation - Evaluator Signature * Last Status Update - 09/23/2014 @ 4:38 PM</li> <li>  Summary Evaluation - Principal / AP Signature * Last Status Update - 09/23/2014 @ 4:39 PM</li> </ul> </div>