

## Appendix B – District-Level Decisions: Best Practice Implementation

### Professional Growth or Improvement Plan

- Will the district require completion of the self-assessment? (This assessment remains private to the administrator.) **yes**
- How many goals are administrators required to have on their plans? **one (SMART format)**
- What is the district timeline for development of the plan? **following the district's annual published timeline (usually around Sept. 30)**
- How will it be determined the plan is aligned to any district and/or school improvement plan(s)? **evaluator to ensure in PGP conference**

### Performance Components

- Are pre-conferences required? If so, are there any guidelines? **They are optional and should be entered in OhioES, if conducted.**
- Are observations announced or unannounced? **can be either**
- Is feedback required on each walkthrough/ informal observation? **yes** If yes, what will this look like? **same as current process – entered in OhioES**
- In addition to the conference following formal observations and the final summative conference, are other conferences required? **Pre and post-conferences are optional; PGP progress check conferences must be entered in the PGP form in OhioES; additional conferences can be entered as applicable.**

### Evaluation Considerations

- How does the Administrator Performance Evaluation Rubric align with the duties and responsibilities of the administrator? **All administrators need to demonstrate responsibilities/evidence across the full rubric; evaluators are to have evidence/feedback and ratings on all standards of the rubric by the end of the evaluation process. The first semester formal observation will serve as the administrator's preliminary evaluation for the school year and will be provided to the administrator as a printed copy hand/ink signed by the evaluator. This signed copy will need to be uploaded in OhioES as an attachment. After the second semester cycle, a printed copy, hand/ink signed by the evaluator, of the second semester formal observation and the final Holistic Rating will be provided to the administrator at the Final Summative Conference and will serve as the final evaluation for the school year. A recommendation regarding contract renewal will also be provided. A copy of this final documentation will be retained by the evaluator.**
- Will the district choose to not evaluate an administrator who has been board approved for retirement by Dec. 1? **yes**
- How will the district determine if an administrator is on board-approved leave for more than 50% of the school year? **After notification, PL&L will work with HR for verification.** Will that administrator be evaluated? **exempted from evaluation**

### High-Quality Student Data

- How will the district make decisions around high-quality student data? **following state mandates and guidance; mirroring the OTES 2.0 process**
- How will it be determined if an instrument meets the criteria for high-quality student data? Committee? Evaluators? **vetting process in place for OTES 2.0**
- How will the evaluator determine if the administrator meets the criteria of using the data from the instrument? **HQSD selections by administrators will be value-added, if applicable to the building, as required by the state and another source(s) from the district's approved lists; evaluators will determine whether the administrator meets the defined criteria for using the data during conferences, observations, etc. using the rubric language; evidence/feedback and ratings will be entered in OhioES.**
- How will the district define "locally-determined experts in the field"? **mirroring the OTES 2.0 process with Assessment Leaders**
- Will the district utilize the High-Quality Student Data Verification Form (see Appendix C - Suggested Forms) with its evaluators, administrators, and/or district-level high-quality student data committees to document the two measures of district-determined high-quality student data used within the Administrator Performance Evaluation Rubric? **yes**