engage^{ny}

Our Students. Their Moment.

New York State's Teacher and Principal Evaluation System Education Law §3012-d

Review Room Training
Task 9: "Principal School Visit Category"

engage^{ny}

Module Objectives

- **Learn how to complete Task 9 of an APPR plan, which covers Principal School Visits.**

Task 9 Overview:

A. **Selecting a Rubric**

B. Process for Weighting Domains/Subcomponents of Rubric

C. Calculating School Visit Ratings

D. Principal School Visit Subcomponent Weighting

E. Number of School Visits

F. Assurances

A. Selecting a Rubric

- In Task 9.1 the district/BOCES should select the rubric(s) used for Principal School Visits.

- If the same rubric will be used for all principals, "N/A" should be selected from the dropdown menu for Rubric 2.

9.1) Principal Practice Rubric

Select a principal practice rubric from the menu of State-approved rubrics to assess performance based on ISLLC 2008 Standards. If your district has been granted a variance by NYSED through the variance process, select "district variance" from the menu.

If your district/BOCES is using an additional rubric, please select the rubric from the second menu below. If your district/BOCES will not use a second rubric, please select "N/A" from the end of the drop-down menu. (Note: Any district may use multiple rubrics, as long as the same rubric is used for all principals in the same or similar programs or grade configurations across the district.)

Rubric 1

Marshall's Principal Evaluation F ▼

Choose the rubric name from the dropdown menu

Rubric 2

N/A ▼

engage**ny**

A. Selecting a Rubric

- Any district/BOCES may use multiple rubrics, as long as the same rubric is used for all principals in the same or similar programs or grade configurations across the district/BOCES.

- If more than one rubric is chosen, the district/BOCES should indicate the principals that each rubric applies to.

Rubric 1

Marshall's Principal Evaluation F ▼

Rubric 2

McRel Principal Evaluation Syste ▼

If more than one rubric is utilized, please indicate the principal(s) each rubric applies to. To indicate a third rubric, please upload an additional form in the space provided below.

Rubric 1   Elementary and Middle School

Rubric 2   High School

engageny

4

A. Selecting a Rubric

- If the district/BOCES decides to use a third rubric, "Form 9.1" should be downloaded by clicking on the link within Task 9.1.

- To complete the form, the district/BOCES must include the name of the rubric and the applicable principal(s).

- The district/BOCES will then upload the completed form to Task 9.1 using the "Choose File" button.

Click here for a downloadable copy of Form 9.1 (MS Word). The completed form should be uploaded below.

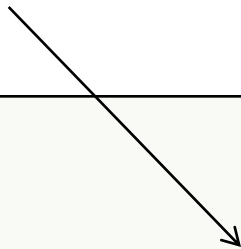Choose File   No file chosen

engage^{ny}

Module Overview

Task 9 Overview:

A. Selecting a Rubric

B. **Assurances**

C. Process for Weighting Domains/Subcomponents of Rubric

D. Calculating School Visit Ratings

E. Principal School Visit Subcomponent Weighting

F. Number of School Visits

B. Assurances

- All assurances are mandatory.
- In Task 9, assurances are included in Tasks 9.2, 9.4, and 9.6.
- Be sure to always read, understand, and check all assurances.

9.2) Assurances

Please check all of the boxes below:

Assure that all observable ISLLC 2008 Leadership Standards/Domains of the selected practice rubric are assessed at least once a year across the total number of annual school visits. ☑

Assure that the process for assigning points for the Principal School Visit category will be in compliance with the locally-determined subcomponent weights and overall School Visit category score and rating based on the constraints prescribed by the Commissioner in Subpart 30-3 of the Rules of the Board of Regents. ☑

Assure that the same rubric(s) is used for all principals in the same or similar programs or grade configurations across the district/BOCES; provided that districts/BOCES may locally determine whether to use different rubrics for a principal assigned to different grade level configurations or building types. ☑

Assure that the same rubric(s) is used for all school visits for a principal across the school visit types in a given school year. ☑

engage^{ny}

Module Overview

Task 9 Overview:

A. Selecting a Rubric

B. Assurances

C. **Process for Weighting Domains/Subcomponents of Rubric**

D. Calculating School Visit Ratings

E. Principal School Visit Subcomponent Weighting

F. Number of School Visits

C. Process for Weighting Domains/Subcomponents of Rubric

- In Task 9.3, the district/BOCES must describe the process used for weighting the observable domains/ subcomponents of the rubric(s) selected in in Task 9.1.

9.3) Process for Weighting Rubric Domains/Subcomponents

Please describe the process for weighting the observable domains/subcomponents of the chosen practice rubric (e.g., All observable components will be weighted equally and averaged). For guidance on the Principal School Visit category, see NYSED APPR Guidance: https://www.engageny.org/resource/appr-3012-d.

All observable domains will be weighted equally and averaged.

Module Overview

Task 9 Overview:

A.   Selecting a Rubric

B.   Assurances

C.   Process for Weighting Domains/Subcomponents of Rubric

D.   Calculating School Visit Ratings

E.   Principal School Visit Subcomponent Weighting

F.   Number of School Visits

D. Calculating School Visit Ratings

• Task 9.4 presents the parameters for scoring ranges prescribed by the Commissioner in Subpart 30-3 of the Rules of the Board of Regents for each of the rating categories.

	Overall School Visit Category Score and Rating	
	Minimum	Maximum
H	3.5 to 3.75	4.0
E	2.5 to 2.75	3.49 to 3.74
D	1.5 to 1.75	2.49 to 2.74
I	0	1.49 to 1.74

engage^{ny}

D. Calculating School Visit Ratings

- The district/BOCES must input the minimum and maximum values for the locally-determined ranges using the dropdown menus provided.

- Be sure that there are no overlaps or gaps in the ranges.

Using the dropdown menus below, please indicate the locally-determined rubric scoring ranges based on the constraints prescribed by the Commissioner in Subpart 30-3 of the Rules of the Board of Regents for each of the rating categories.

	Minimum Rubric Score	Maximum Rubric Score
Highly Effective	3.75	4.00
Effective	2.75	3.74
Developing	1.75	2.74
Ineffective	0.00	1.74

engage^{ny}

Module Overview

Task 9 Overview:

A. Selecting a Rubric

B. Assurances

C. Process for Weighting Domains/Subcomponents of Rubric

D. Calculating School Visit Ratings

E. **Principal School Visit Subcomponent Weighting**

F. Number of School Visits

E. Principal School Visit Subcomponent Weighting

- In Task 9.5, the district/BOCES must input the weighting of subcomponents of the Principal School Visit category:
  - required supervisor school visit(s);
  - required independent evaluator school visit(s); and
  - optional peer school visit(s), as applicable.

9.5) Principal School Visit Subcomponent Weighting

Required Subcomponents:
- School Visits by Supervisor(s) or other Trained Administrator(s): At least 80% of the Principal School Visit category score
- School Visits by Impartial Independent Trained Evaluator(s): At least 10%, but no more than 20% of the Principal School Visit category score

Optional Subcomponent:
- School Visits by Trained Peer Observer(s): No more than 10% of the Principal School Visit category score when selected

Please be sure the total of the weights indicated equals 100%

	Supervisor - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Indicate the weighting of each subcomponent:	80% ▼	10% ▼	10% ▼

- If the Optional subcomponent will not be used, choose "N/A" from the dropdown menu.
- The total of the three subcomponents must equal 100%.

engage^{ny}

Module Overview

Task 9 Overview:

A.   Selecting a Rubric

B.   Assurances

C.   Process for Weighting Domains/Subcomponents of Rubric

D.   Calculating School Visit Ratings

E.   Principal School Visit Subcomponent Weighting

F.   **Number of School Visits**

F. Number of School Visits

- The district/BOCES must list the number of school visits by supervisors (required), independent evaluators (required), and, as applicable, peer observers (optional), first for probationary principals, then for tenured principals.

9.7) Number of School Visits

Probationary Principals

Indicate the number of unannounced and announced school visits for each school visit type in the boxes below (e.g., minimum of 2, 5). If the Optional Peer School Visit subcomponent will not be used, please indicate, "N/A".

	Supervisor - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Unannounced	2	0	N/A
Announced	1	1	N/A

Tenured Principals
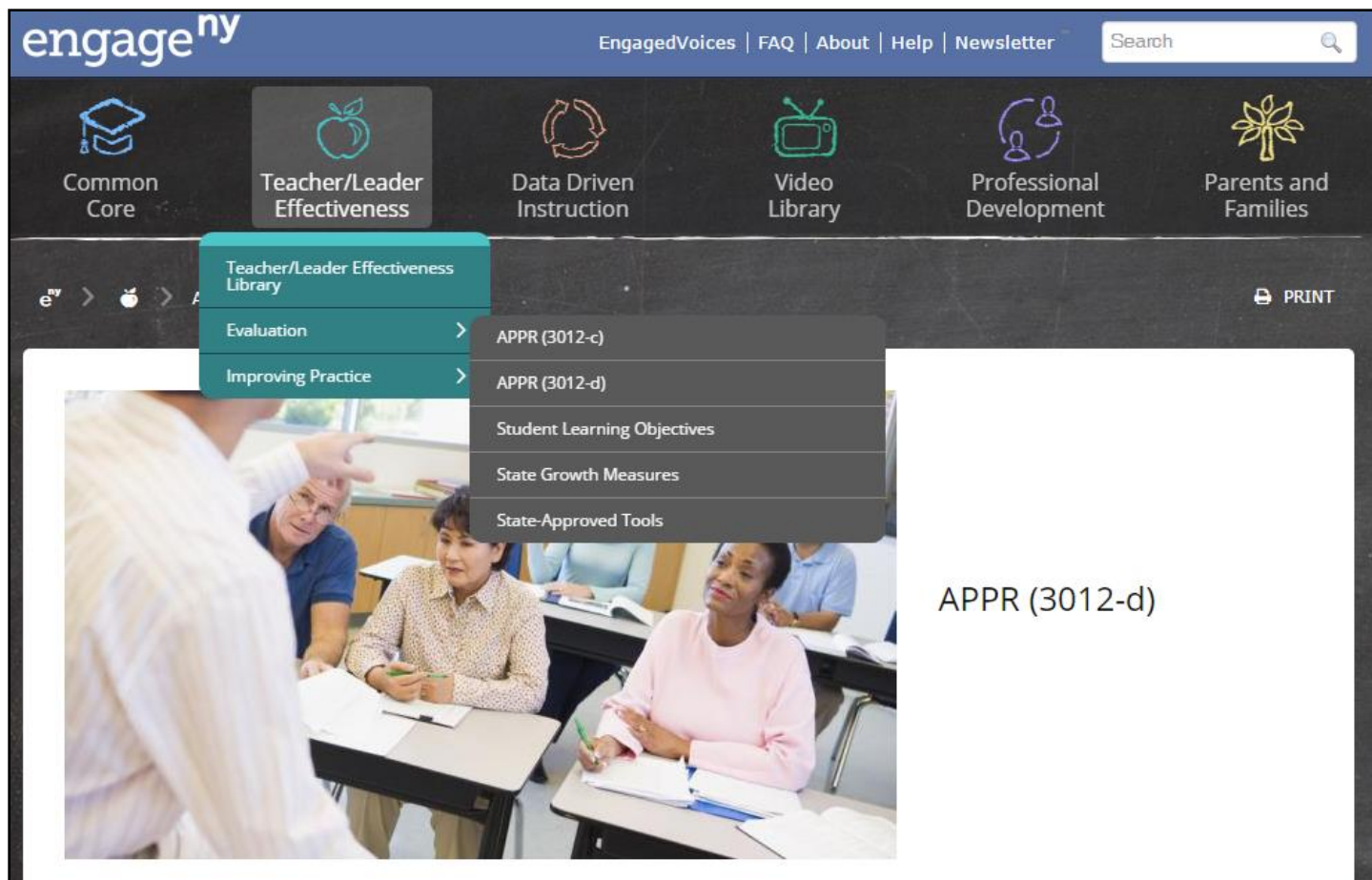
Indicate the number of unannounced and announced school visits for each school visit type in the boxes below (e.g., minimum of 2, 5). If the Optional Peer School Visit subcomponent will not be used, please indicate, "N/A".

	Supervisor - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Unannounced	1	0	N/A
Announced	1	1	N/A

- At least one of the required school visits by the supervisor or other trained administrator must be unannounced.

engageny

Conclusion

For additional resources please visit the APPR (3012-d) page on EngageNY: **https://www.engageny.org/resource/appr-3012-d**.