

## Sample Principal Portfolio Evaluation Rubric

Criterion	Level 1 (Significantly Below Expectations)	Level 2 (Partially Meets Expectations)	Level 3 (Meets Expectations)	Level 4 (Exceeds Expectations)
<b>Mission and Vision Development</b>	<p><b>Documentation/Evidence:</b></p> <ul style="list-style-type: none"> <li>- Portfolio lacks a clear mission and vision statement.</li> <li>- Minimal evidence of collaboration with the school community.</li> <li>- Little to no data included to support the mission and vision.</li> <li>- No documented strategic actions or plans to achieve the vision.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Absence of codes of conduct, ethics training records, or professional development certificates.</li> <li>- No meeting minutes or decision logs.</li> <li>- Lack of policies or communications</li> </ul>	<p><b>Documentation/Evidence:</b></p> <ul style="list-style-type: none"> <li>- Portfolio includes a basic mission and vision statement, but it lacks detail.</li> <li>- Limited evidence of collaboration with the school community.</li> <li>- Sporadic use of data to support the mission and vision.</li> <li>- Some strategic actions documented, but they lack coherence.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Incomplete or sporadic records of ethics training or professional development.</li> <li>- Some meeting minutes or decision logs, but not detailed.</li> <li>- Occasional communications or policies promoting professional norms.</li> </ul>	<p><b>Documentation/Evidence:</b></p> <ul style="list-style-type: none"> <li>- Portfolio includes a clear and detailed mission and vision statement.</li> <li>- Regular evidence of collaboration with the school community.</li> <li>- Consistently uses data to support the mission and vision.</li> <li>- Strategic actions are well-developed and coherent.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Regular records of ethics training, professional development certificates, and adherence to codes of conduct.</li> <li>- Detailed meeting minutes, decision logs, and rationale for decisions.</li> <li>- Policies, communications, and initiatives promoting integrity, fairness, and transparency.</li> </ul>	<p><b>Documentation/Evidence:</b></p> <ul style="list-style-type: none"> <li>- Portfolio includes an exceptionally clear, detailed, and inspiring mission and vision statement.</li> <li>- Extensive and meaningful evidence of collaboration with the school community.</li> <li>- Innovatively uses data to support the mission and vision.</li> <li>- Strategic actions are highly effective and innovative.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Comprehensive records of ethics training, professional development, and exemplary adherence to codes of conduct.</li> <li>- Detailed and transparent decision logs with stakeholder input and feedback.</li> <li>- Initiatives, awards, or recognitions for promoting professional norms, and documented positive outcomes for the school community.</li> </ul>

	promoting integrity, fairness, or transparency.			
<b>Ethical Leadership</b>	<b>Documentation/Evidence:</b> <ul style="list-style-type: none"> <li>- Portfolio lacks evidence of ethical and professional conduct.</li> <li>- Minimal or no documentation of decision-making processes.</li> <li>- No evidence of promoting professional norms or values.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>- Absence of codes of conduct, ethics training records, or professional development certificates.</li> <li>- No meeting minutes or decision logs.</li> <li>- Lack of policies or communications promoting integrity, fairness, or transparency.</li> </ul>	<b>Documentation/Evidence:</b> <ul style="list-style-type: none"> <li>- Portfolio includes some evidence of ethical and professional conduct, but it is inconsistent.</li> <li>- Limited documentation of decision-making processes.</li> <li>- Some evidence of promoting professional norms or values, but not comprehensive.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>- Incomplete or sporadic records of ethics training or professional development.</li> <li>- Some meeting minutes or decision logs, but not detailed.</li> <li>- Occasional communications or policies promoting professional norms.</li> </ul>	<b>Documentation/Evidence:</b> <ul style="list-style-type: none"> <li>- Portfolio includes consistent evidence of ethical and professional conduct.</li> <li>- Well-documented decision-making processes.</li> <li>- Clear evidence of promoting professional norms and values.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>- Regular records of ethics training, professional development certificates, and adherence to codes of conduct.</li> <li>- Detailed meeting minutes, decision logs, and rationale for decisions.</li> <li>- Policies, communications, and initiatives promoting integrity, fairness, and transparency.</li> </ul>	<b>Documentation/Evidence:</b> <ul style="list-style-type: none"> <li>- Portfolio includes extensive and exemplary evidence of ethical and professional conduct.</li> <li>- Thoroughly documented and transparent decision-making processes.</li> <li>- Strong evidence of actively promoting and modeling professional norms and values, with examples of positive impact on the school community.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>- Comprehensive records of ethics training, professional development, and exemplary adherence to codes of conduct.</li> <li>- Detailed and transparent decision logs with stakeholder input and feedback.</li> </ul>
<b>Curriculum and Instruction</b>	<b>Documentation/Evidence:</b> <ul style="list-style-type: none"> <li>- Portfolio lacks</li> </ul>	<b>Documentation/Evidence:</b> <ul style="list-style-type: none"> <li>- Portfolio includes some evidence of leading</li> </ul>	<b>Documentation/Evidence:</b> <ul style="list-style-type: none"> <li>- Portfolio includes consistent evidence of</li> </ul>	<b>Documentation/Evidence:</b> <ul style="list-style-type: none"> <li>- Portfolio includes extensive and exemplary evidence of</li> </ul>

	<p>evidence of leading changes or initiatives in curriculum and instruction.</p> <ul style="list-style-type: none"> <li>- Minimal or no documentation of curriculum modifications or instructional innovations.</li> <li>- No evidence of impact on student learning.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Absence of project plans, initiative reports, or change management documents.</li> <li>- No records of stakeholder engagement or feedback.</li> <li>- Lack of data showing improvements in student outcomes.</li> </ul>	<p>changes or initiatives in curriculum and instruction, but it is inconsistent.</p> <ul style="list-style-type: none"> <li>- Limited documentation of curriculum modifications or instructional innovations.</li> <li>- Some evidence of the impact on student learning, but not comprehensive.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Incomplete or sporadic project plans, initiative reports, or change management documents.</li> <li>- Some records of stakeholder engagement or feedback, but not thorough.</li> <li>- Limited data showing improvements in student outcomes.</li> </ul>	<p>leading changes or initiatives in curriculum and instruction.</p> <ul style="list-style-type: none"> <li>- Well-documented curriculum modifications and instructional innovations.</li> <li>- Clear evidence of positive impact on student learning.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Regular and detailed project plans, initiative reports, and change management documents.</li> <li>- Thorough records of stakeholder engagement and feedback.</li> <li>- Consistent data showing significant improvements in student outcomes.</li> </ul>	<p>leading changes or initiatives in curriculum and instruction.</p> <ul style="list-style-type: none"> <li>- Thoroughly documented and innovative curriculum modifications and instructional innovations.</li> <li>- Strong evidence of significant positive impact on student learning, with examples of successful implementation.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Comprehensive and innovative project plans, initiative reports, and change management documents.</li> <li>- Extensive records of stakeholder engagement, feedback, and collaboration.</li> <li>- Detailed data showing substantial improvements in student outcomes and successful implementation of advanced instructional practices.</li> </ul>
<b>Community Engagement</b>	<p><b>Documentation/ Evidence:</b></p> <ul style="list-style-type: none"> <li>- Portfolio lacks evidence of engaging families and the community.</li> <li>- Minimal or no documentation of</li> </ul>	<p><b>Documentation/ Evidence:</b></p> <ul style="list-style-type: none"> <li>- Portfolio includes some evidence of engaging families and the community, but it is inconsistent.</li> <li>- Limited documentation of communication or</li> </ul>	<p><b>Documentation/ Evidence:</b></p> <ul style="list-style-type: none"> <li>- Portfolio includes consistent evidence of engaging families and the community.</li> <li>- Well-documented communication and collaboration with the</li> </ul>	<p><b>Documentation/ Evidence:</b></p> <ul style="list-style-type: none"> <li>- Portfolio includes extensive and exemplary evidence of engaging families and the community.</li> <li>- Thoroughly documented and innovative communication and collaboration with the</li> </ul>

	<p>communication or collaboration with the community.</p> <ul style="list-style-type: none"> <li>- No evidence of community involvement in school activities.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Absence of newsletters, meeting notes, or community event records.</li> <li>- No records of parent or community feedback.</li> <li>- Lack of initiatives or programs involving community partnerships.</li> </ul>	<p>collaboration with the community.</p> <ul style="list-style-type: none"> <li>- Some evidence of community involvement in school activities, but not comprehensive.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Incomplete or sporadic newsletters, meeting notes, or community event records.</li> <li>- Some records of parent or community feedback, but not thorough.</li> <li>- Limited initiatives or programs involving community partnerships.</li> </ul>	<p>community.</p> <ul style="list-style-type: none"> <li>- Clear evidence of community involvement in school activities.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Regular and detailed newsletters, meeting notes, and community event records.</li> <li>- Thorough records of parent and community feedback.</li> <li>- Consistent initiatives and programs involving community partnerships.</li> </ul>	<p>community.</p> <ul style="list-style-type: none"> <li>- Strong evidence of significant community involvement in school activities, with examples of successful partnerships.</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>- Comprehensive and innovative newsletters, meeting notes, and community event records.</li> <li>- Extensive records of parent and community feedback and collaboration.</li> <li>- Detailed initiatives and programs involving community partnerships, showing substantial positive impact.</li> </ul>
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