

SuperEval Principal User Manual

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Each step of the SuperEval process can be accessed from the *Dashboard*. To open the step you wish to work on, click the title of that step on your Dashboard (see the *Dashboard* section within the *'Getting Started'* manual for further instructions on using this tool).

Step One: Principal's Objectives and Dimension Selection

The first time you enter the Principal's Objectives/Dimension Selection section, click on **EDIT** in the upper right hand corner.



1.a ANNUAL OBJECTIVES

1.b SELECT DIMENSIONS

You and your evaluator will work together to determine which dimensions you will be evaluated on. To select these dimensions within SuperEval click on **1.b SELECT DIMENSIONS**.

1.a ANNUAL OBJECTIVES

1.b SELECT DIMENSIONS

All dimensions will be checked when you first visit this page. To remove a dimension from your evaluation, click on the checkbox to the left of the dimension to remove the checkmark.

Select Your Evaluation Dimensions

- This step allows you to select or deselect the dimensions which will comprise the evaluation.
- If you and your evaluator(s) agree to use all the dimensions within the evaluation rubric, then no action is required as the default setting is having all the items included.
- If you and your evaluator(s) wish to remove some dimensions and not have them as part of the evaluation process, please deselect the dimensions by clicking on the check box to the left of the item. By removing the check mark to the left of the dimensions, this item will not appear again in this evaluation cycle.

1. Shared Vision of Learning

1.Culture

a. collaborates with key stakeholders in the school to develop and implement a shared vision and mission for learning

b. school vision and mission aligns with the vision and mission of the district

c. explicitly links the school's vision and mission to programs and policies

1.Sustainability

a.has a process and structure in place for organizational improvement and uses it to assess the school

To begin to add objectives click on **1.a ANNUAL OBJECTIVES**.

1.a ANNUAL OBJECTIVES

1.b SELECT DIMENSIONS

Add a **Title** and **Description** for your first objective. If you would like to select objectives from a list of examples, click on **EXAMPLES** below the description box (you will be able to edit any example goal selected).

Enter Your Annual Objectives

The following objectives are part of the principal's annual evaluation:

The screenshot shows a form for 'Objective 1'. At the top, there is a dropdown menu with 'Title of the objective' selected. Below it is a rich text editor with a toolbar and a text area containing 'Description of the objective'. At the bottom of the form, there are four buttons: 'EXAMPLES' (highlighted with a red arrow), 'LAST YEAR'S OBJECTIVES', 'ALIGNMENT' (with a dropdown arrow), and 'DELETE'.

To view or select from a list of objectives entered from the previous year's evaluation (if applicable), click the **LAST YEAR'S GOALS** button below the description box.

This screenshot is similar to the previous one, but the 'LAST YEAR'S OBJECTIVES' button is highlighted with a red arrow.

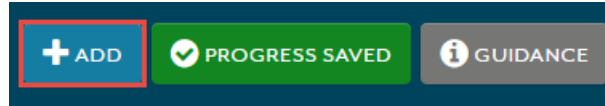
To align your objective(s) to specific indicators, click the **ALIGNMENT** button, then check the indicators that you wish to align to that goal.

The screenshot shows the 'Objective 1' form with the title 'Leadership Visibility' and a description: 'Given the critical attribute of leadership visibility for the Principal, the Principal will schedule a greater number of classroom learning walks for the 2020 school year.' The 'ALIGNMENT' button is highlighted with a red arrow. Below the form, two indicators are checked: '1. Shared Vision of Learning' and '1. Culture'. The text for '1. Culture' is: 'a. collaborates with key stakeholders in the school to develop and implement a shared vision and mission for learning'.

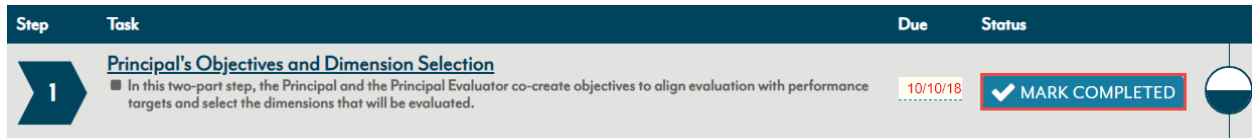
For help in creating goals click on **GUIDANCE** in the upper right of the page.



To add additional objectives, click the **ADD** button to the left of **GUIDANCE**. As you work your progress will be saved automatically.

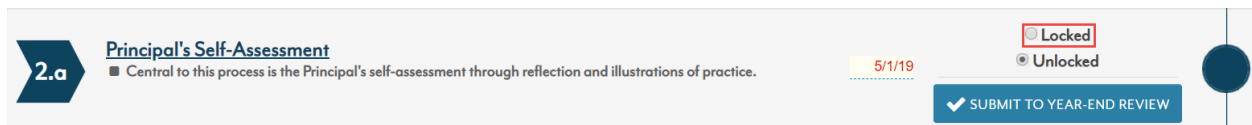


Once you have completely finished selecting your dimensions for your evaluation and inputting your annual objectives, click the blue **MARK COMPLETED** button to the right of Step One underneath the Status column on the dashboard.



Step 2.a: Principal's Self-Assessment

Step 2.a gives you the option of selecting whether your Self-Assessment will be immediately accessible to your evaluator(s) or not. The default system setting is “Unlocked”, meaning the evaluator(s) can provide instant, ongoing feedback based on your selections and uploaded materials in your Self-Assessment. This allows for continuous dialogue throughout the school year. However, if you prefer for your evaluator(s) to only view your Self-Assessment once it is complete, click “Locked” to the right of Step 2.a. If you wish, you may alternate between the Locked and Unlocked status at any time.



The first time you enter the Principal's Self-Assessment, you will see a blank rubric. You may use the slider bar near the upper right corner of each section of the rubric to set your score, or

you may click directly onto the appropriate section of the rubric.

1.Culture 1

(Attitudes, knowledge, behaviors and beliefs that characterize the school environment and are shared by its stakeholders)

Effective

Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	a. claims to have a vision and mission for the school, but keeps it private b. school vision and mission are unrelated to the district vision and mission c. disregards the need to use the school's vision and mission to guide goals, plans and actions	a. identifies the school's vision and mission, and makes them public b. school vision and mission are created in isolation of the district's vision and mission and aligned as an afterthought c. refers to the school vision and mission as a document unconnected to programs, policies or practices	a. collaborates with key stakeholders in the school to develop and implement a shared vision and mission for learning b. school vision and mission aligns with the vision and mission of the district c. explicitly links the school's vision and mission to programs and policies	a. engages stakeholders representing all roles and perspectives in the school in the development, monitoring and refinement of a shared vision and mission for learning b. school vision and mission intentionally align with the vision and mission of the district and contribute to the improvement of learning district wide c. uses the school's vision and mission as a compass to inform reflective practice, goal-setting, and decision-making

Click the **Reflections and Comments** link next to the thought bubble beneath the rubric to add further information. Type your comments directly into the text editor that appears. After you add comments, the thought bubble will display as solid blue.

🗨️ My Reflections and Comments (required)

🔄 ↻ 🔍 B / \$ 📄 📅 🔗 - 🖼️ 🎥 📄 📅 Sign and Date

Type your reflections and comments here...

You may also view your Reflections and Comments from the previous year (if applicable) to assist you with the current year evaluation. To do so, click on **My (Previous School Year) Reflection and Comments** below **Illustrations of Practice**.

🗨️ My Reflections and Comments (required)

📎 Illustrations of Practice (optional)

🔄 My 2018-2019 Reflections and Comments

To add supporting evidence, click **Illustrations of Practice** and then click the green **ADD** button.



Illustrations of Practice (optional)



You can drag any files to the upload area that appears or click the box to browse for files. If you wish to attach a web resource, you may type/paste a URL in the designated box and click **SUBMIT**.

The files will appear within the **Professional Practices Portfolio** section you attached it to. If desired, type a title and/or description in the respective boxes.

Edit Document



Type



Title

Super Eval Document

A title for the file.

Description

A rich text editor toolbar is shown above a text area. The toolbar includes icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, and unlink. The text area contains the text "Description pending." and is outlined with a red border.

A description for the file.

You may wish to align a resource to multiple sections of your Self-Assessment (in addition to the Current Alignments). To do so, click the checkbox to the left of the appropriate domain within the **Other Dimensions** section. Then, click **SAVE** in the upper right-hand corner of the **Professional Practices Portfolio**.

Other Dimensions

Multidimensional Principal Performance Rubric

2. School Culture and Instructional Program

2.Culture

a. supports various teaming opportunities, common planning and inquiry time, and visitations within the organization to increase learning and improve practice

b. develops a culture of collaboration, trust, learning, and high expectations by encouraging staff to work together on key projects (e.g., induction processes, program design, integrated curriculum, or other individual or organizational projects)

c. creates a personalized and motivating learning environment for students in which they are involved in meaningful and relevant learning opportunities that they recognize as connected to their experiences, needs and cultures

Professional Practices Portfolio

Edit Document

Type: Title: Super Eval Document

A title for the file.

Description: Description pending.

A description for the file.

Current Alignments

Multidimensional Principal Performance Rubric

1. Shared Vision of Learning

1.Culture

To edit or remove an existing **Illustrations of Practices** document, click on the pencil icon next to the file. Then, make your adjustments and click **SAVE**, or click **DELETE** to remove the file entirely.

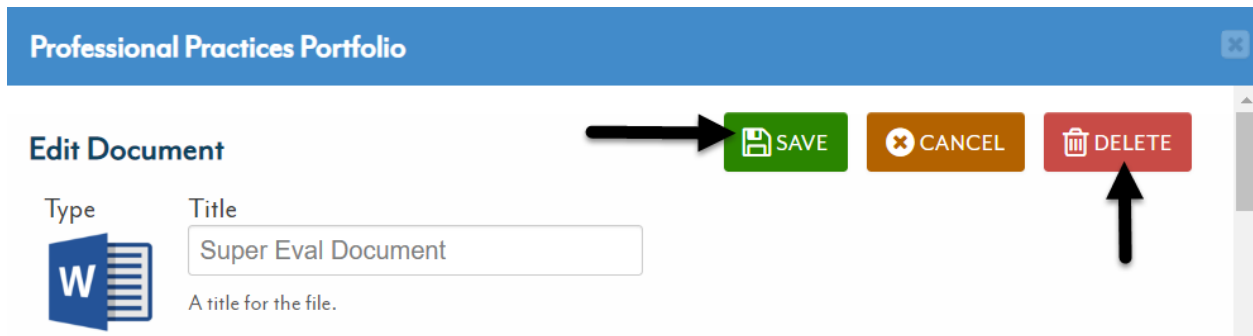


Illustrations of Practice (optional)

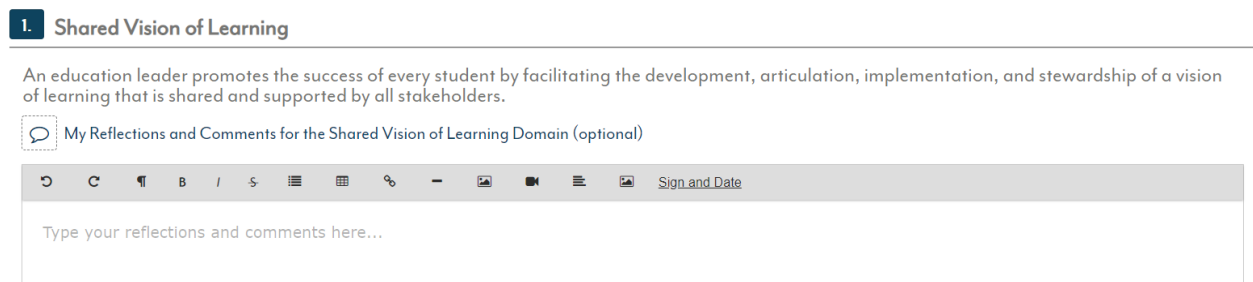


School Culture Document

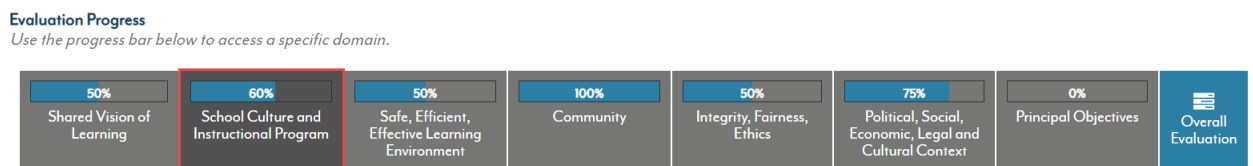




If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on the **My Reflections and Comments for (name of domain)** section below the progress bar and enter your comments.



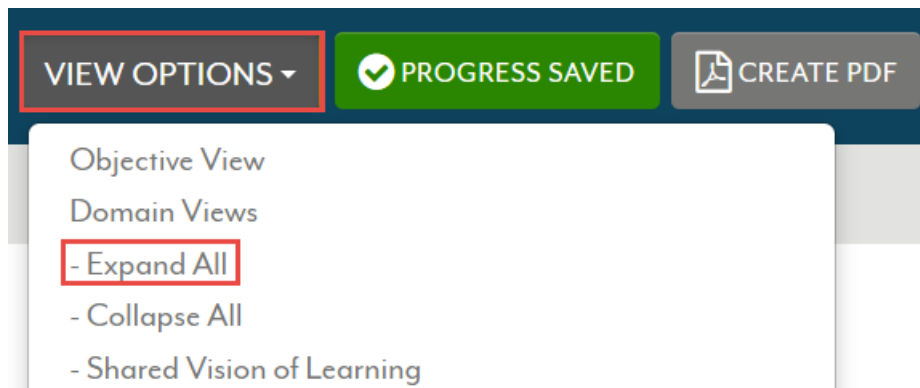
There are three ways to navigate through the domains. You can click the section you wish to jump to in the progress bar at the top of the page.



You can also click on the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, click **PREVIOUS DOMAIN** to move backwards through the sections.




Finally, you may jump to a desired domain by selecting it from the **VIEW OPTIONS** drop down list above the progress bar. Within this drop-down bar you can also choose to expand all domains/competencies on one page by clicking on **EXPAND ALL**.



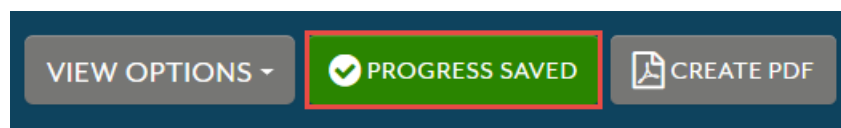
To add any general comments pertaining to the overall Self-Assessment (optional), click into the **Overall Evaluation** section, and then click **Comments by the Principal**.

 Overall Evaluation

1. Shared Vision of Learning	Ineffective	Developing	Effective	Highly Effective
2. School Culture and Instructional Program	Ineffective	Developing	Effective	Highly Effective
3. Safe, Efficient, Effective Learning Environment	Ineffective	Developing	Effective	Highly Effective
4. Community	Ineffective	Developing	Effective	Highly Effective
5. Integrity, Fairness, Ethics	Ineffective	Developing	Effective	Highly Effective
6. Political, Social, Economic, Legal and Cultural Context	Ineffective	Developing	Effective	Highly Effective
7. Principal Objectives	Ineffective	Developing	Effective	Highly Effective
Overall Rating	Ineffective	Developing	Effective	Highly Effective

 Comments by the Principal

As you work through your Self-Assessment your progress will be saved automatically as designated by the **Progress Saved** bar in the upper right corner.

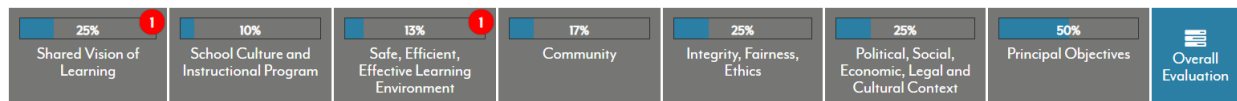






If you elected to lock Step 2.a, your evaluator may simultaneously begin completing his/her evaluation in Step 2.b as you work on your Self-Assessment in Step 2.a. If you elected to keep Step 2.a unlocked, you and your evaluator will be notified each time new comments are left in the evaluation. Your evaluator will receive an email notification, and the evaluation will display

notification badges indicating that changes have been made to those particular sections of the evaluation. When the evaluator leaves feedback, you will see these notification badges in your Self-Assessment indicating which sections have been updated, as well as receive an email. Once the comments have been viewed, the badges will disappear.

Evaluation Progress

Use the progress bar below to access a specific domain.



-  My Reflections and Comments (required)
-  Illustrations of Practice (optional)
-  My 2018-2019 Reflections and Comments
-  Dr. Elizabeth Smith - Feedback and Comments

Once you have completed adding comments, evidence, and ratings you will submit your Self-Assessment so that your evaluator(s) can complete their evaluation. Click the blue **SUBMIT TO YEAR-END REVIEW** button to the right of Step 2.a.

2.a Principal's Self-Assessment
■ Central to this process is the Principal's self-assessment through reflection and illustrations of practice.

5/1/19

Locked
 Unlocked

SUBMIT TO YEAR-END REVIEW

Step 2.b: Principal Reviewer's Evaluation

During this step, the evaluator will review the principal's Self-Assessment and will conduct his/her individual evaluation. You may click into Step 2.b to see the progress of the evaluator(s).

<input type="checkbox"/>	Person	Title	Last Login	Evaluation	Progress	Weight	Completion
<input type="checkbox"/>	Mr. Randy Bonani	Principal	2/4/20, 4:29 PM		<div style="width: 100%;"><div style="width: 100%; background-color: green;">11.5</div><div style="width: 100%; background-color: orange;">11.5</div></div>	0 %	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM		<div style="width: 77%;"><div style="width: 77%; background-color: green;">10</div><div style="width: 77%; background-color: orange;">13</div></div>	90 %	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Dr. Lauren Michaels	Assistant Superintendent	9/5/19, 9:08 AM		<div style="width: 84%;"><div style="width: 84%; background-color: green;">10.5</div><div style="width: 84%; background-color: orange;">12.5</div></div>	10 %	<input checked="" type="checkbox"/> <input type="checkbox"/>

Note the weight that each evaluator’s scoring will contribute to your overall evaluation (if applicable). This can only be adjusted by your *primary* evaluator.

<input type="checkbox"/>	Person	Title	Last Login	Evaluation	Progress	Weight	Completion
<input type="checkbox"/>	Mr. Randy Bonani	Principal	2/4/20, 4:29 PM		<div style="width: 100%;"><div style="width: 100%; background-color: green;">11.5</div><div style="width: 100%; background-color: orange;">11.5</div></div>	0 %	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM		<div style="width: 77%;"><div style="width: 77%; background-color: green;">10</div><div style="width: 77%; background-color: orange;">13</div></div>	90 %	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Dr. Lauren Michaels	Assistant Superintendent	9/5/19, 9:08 AM		<div style="width: 84%;"><div style="width: 84%; background-color: green;">10.5</div><div style="width: 84%; background-color: orange;">12.5</div></div>	10 %	<input checked="" type="checkbox"/> <input type="checkbox"/>

You may also wish to send an email through the system, to do so click the check box to the left of the individual you wish to send an email to then click on **SEND EMAIL TO CHECKED RECIPIENTS** button.

<input type="checkbox"/>	Person	Title
<input type="checkbox"/>	Mr. Randy Bonani	Principal
<input checked="" type="checkbox"/>	Dr. Elizabeth Smith	Superintendent of Schools
<input checked="" type="checkbox"/>	Dr. Lauren Michaels	Assistant Superintendent

SEND EMAIL TO CHECKED RECIPIENTS

Evaluators may record in-person evaluation visits. To view any visits that have been added by the evaluator click the **EVALUATION LOG** button.

Person	Title	Last Login	Evaluation	Progress	Weight	Completion
Mr. Randy Bonani	Principal	2/4/20, 4:29 PM		<div style="width: 100%;"><div style="width: 100%; background-color: green;">11.5</div><div style="width: 100%; background-color: orange;">11.5</div></div>	0 %	

Evaluator Name	Role	Type	Date Completed
Dr. Elizabeth Smith	Primary	Unannounced	10/10/2019
		Unannounced	02/06/2020

Once the evaluator has completed the evaluation, he/she will advance the process to Step 3.

Step 3: Principal’s Consolidated Evaluation

The Consolidated Evaluation provides a comparison view of the evaluation containing the evaluator’s ranking alongside the principal’s ranking, in addition to the scoring matrix and performance rating. During this step the primary evaluator will consolidate the evaluation data for the evaluator(s) (if applicable). The principal is unable to view the evaluation during this step, but will be able to review the results once the primary evaluator advances the evaluation to Step 4.

3

Principal's Consolidated Evaluation

■ The consolidated evaluation combines all the reviewer's evaluation data into a single evaluation.

6/15/19

In Process

Step 4: Proposed Evaluation: Final Review and Sign Off

The final step in the process is a Final Review and Sign Off in which the principal and the evaluator approve and electronically sign the evaluation. In Part A of Step 4, the principal and the evaluator(s) should review the Proposed Evaluation. First, click **Principal Comparison with the Reviewer Consolidated Evaluation Data** to view the comparison table.

Review with Principal:

▶ **Principal Comparison with the Reviewer Consolidated Evaluation Data**

VIEW PROPOSED EVALUATION FOR MR. RANDY BONANI

Use the corresponding legend located at the bottom of the comparison table to assist with interpreting it.

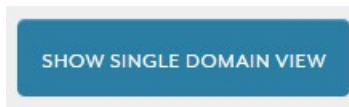
Review with Principal:

▼ Principal Comparison with the Reviewer Consolidated Evaluation Data

Dimension	Not Selected	Ineffective	Developing	Effective	Highly Effective
1. Shared Vision of Learning					
1.Culture	★		👥	👤	

Legend: Disparity Rank		Legend: People	
⚠️	Significant disparity between ratings	👤	Dr. Elizabeth Smith, Dr. Lauren Michaels
★	Moderate or slight disparity between ratings	👤	Mr. Randy Bonani
★	Insignificant or no disparity between ratings	👍	Position shared by principal reviewer and principal

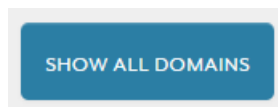
To view one domain at a time, click the **SHOW SINGLE DOMAIN VIEW** button below the table.



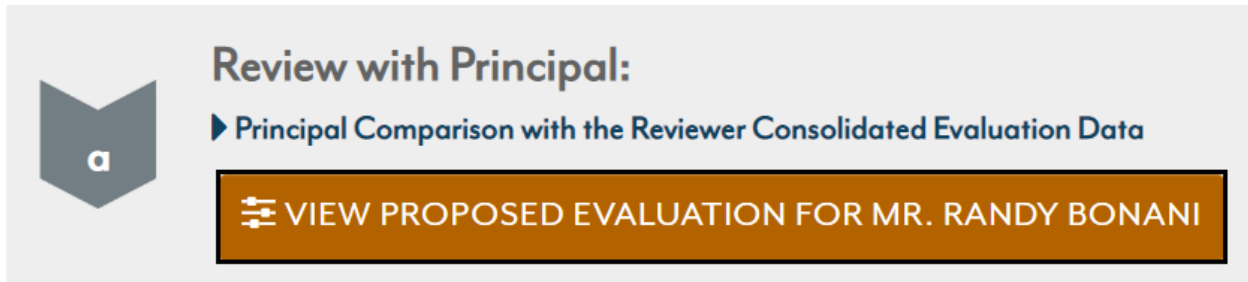
Click on the arrows to navigate to other domains.

Dimension	Not Selected	Ineffective	Developing	Effective	Highly Effective
⏪	1. Shared Vision of Learning				⏩
1.Culture	★		👥	👤	

To toggle back to the overview, click the **SHOW ALL DOMAINS** button beneath the single domain view.



Within Step 4 Part A click on the orange **VIEW PROPOSED EVALUATION FOR (PRINCIPALS NAME)** button to view the proposed evaluation including comments and evidence from yourself and the evaluator(s).

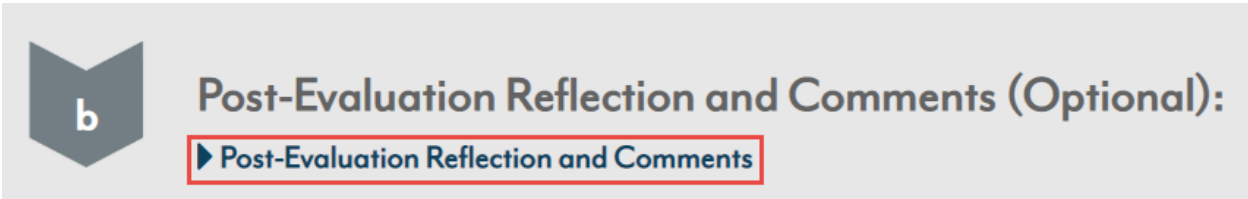


Review with Principal:

▶ Principal Comparison with the Reviewer Consolidated Evaluation Data

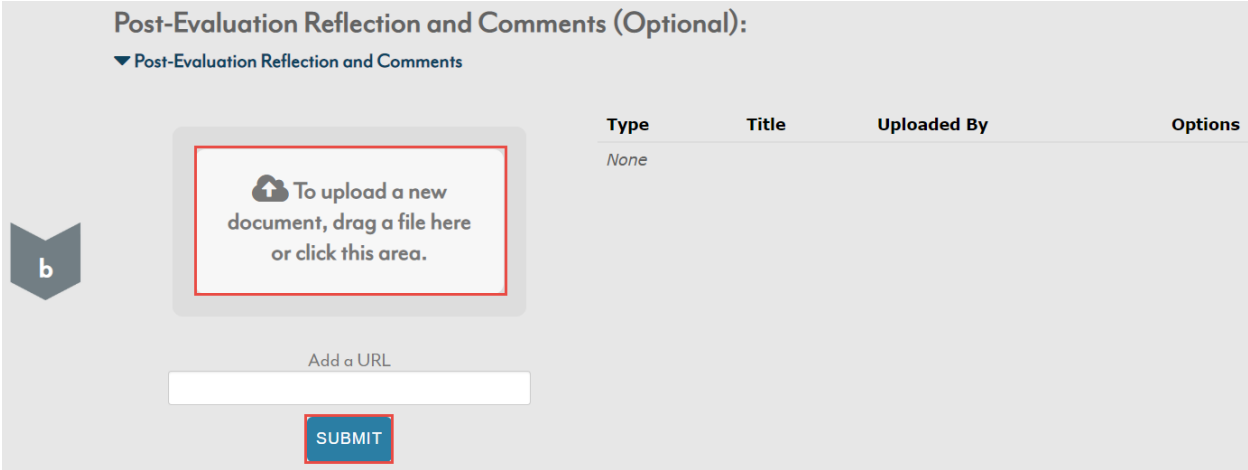
VIEW PROPOSED EVALUATION FOR MR. RANDY BONANI

In Part B of Step 4, the principal and evaluator(s) have the option to add post-evaluation reflection or comments. To do so, drag a file to the upload box or click on it to add one. If you wish to attach a web resource, you may type/paste a URL in the designated box and click **SUBMIT**.



Post-Evaluation Reflection and Comments (Optional):

▶ Post-Evaluation Reflection and Comments



Post-Evaluation Reflection and Comments (Optional):

▼ Post-Evaluation Reflection and Comments

To upload a new document, drag a file here or click this area.

Add a URL

SUBMIT

Type	Title	Uploaded By	Options
None			

Part C of Step 4 displays several sections of information, the first being the **Ratings on the Individual Domains** for the Overall Evaluation.

Overall Evaluation for Mr. Randy Bonani

Ratings on Individual Domains:

1. Shared Vision of Learning	Ineffective	Developing	Effective	Highly Effective
2. School Culture and Instructional Program	Ineffective	Developing	Effective	Highly Effective

Under the **Overall Evaluations** section, the breakdown of the weighting (if applicable) is shown.

Evaluation	Weight	Overall Score	Conversion to Performance Rating	
Mr. Randy Bonani	0%	3.07 / 4	Total Earned Points	Rating
Dr. Elizabeth Smith	90%	2.79 / 4	1 - 1.49	Ineffective
Dr. Lauren Michaels	10%	2.88 / 4	1.5 - 2.49	Developing
Proposed Evaluation for Mr. Randy Bonani		2.90 / 4	2.5 - 3.49	Effective
			3.5 - 4	Highly Effective
EDIT RANGES				

The **Conversion to Performance Rating** is also shown, which can be altered by the evaluator if necessary.

Evaluation	Weight	Overall Score	Conversion to Performance Rating	
Mr. Randy Bonani	0%	3.07 / 4	Total Earned Points	Rating
Dr. Elizabeth Smith	90%	2.79 / 4	1 - 1.49	Ineffective
Dr. Lauren Michaels	10%	2.88 / 4	1.5 - 2.49	Developing
Proposed Evaluation for Mr. Randy Bonani		2.90 / 4	2.5 - 3.49	Effective
			3.5 - 4	Highly Effective
EDIT RANGES				

The evaluator will designate whether or not your annual objectives should be included in the calculation of your overall score.

Do you use the Principal's annual objectives in the calculation of the Principal's overall score? Yes No

The **Student Performance Category** is derived from NYS and input by the primary evaluator. Use the corresponding table for help with interpreting the score.

Student Performance Category		
17	Overall Student Performance Category Score and Rating	
	Minimum	Maximum
Ineffective	0	12
Developing	13	14
Effective	15	17
Highly Effective	18	20

The **Principal School Visit Category** is derived from the Final Evaluation Score. Use the corresponding table for help with interpreting the score.

Principal School Visit Category		
2.9	Overall School Visit Category Score and Rating	
	Minimum	Maximum
Highly Effective	3.5	4
Effective	2.5	3.49
Developing	1.5	2.49
Ineffective	1	1.49

The **Overall Rating** is calculated using both the Student Performance Category and Principal School Visit Category.

Scoring Matrix for the Overall Rating		Principal Visit Category			
		Highly Effective (H)	Effective (E)	Developing (D)	Ineffective (I)
Student Performance Category	Highly Effective (H)	H	H	E	D
	Effective (E)	H	E	E	D
	Developing (D)	E	E	D	I
	Ineffective (I)	D*	D*	I	I

The last portion of Part C is the official signature, which indicates acceptance that the evaluation process has been completed. Click **SIGN** to electronically sign the evaluation. Please note that the evaluator will not be able to sign the evaluation until *after* the principal has done so.

Signatures:
The signatures below indicate acceptance that the evaluation process has been completed.

Mr. Randy Bonani	Principal	SIGN	_____
Dr. Elizabeth Smith	Superintendent	(awaiting Principal signature)	____TBD____

Once both parties have signed, the evaluation is officially complete.




Signatures:
The signatures below indicate acceptance that the evaluation process has been completed.

Mr. Randy Bonani	Principal	<i>Mr. Randy Bonani</i> (signed electronically)	<u>2/5/20</u>
Dr. Elizabeth Smith	Superintendent	<i>Dr. Elizabeth Smith</i> (signed electronically)	<u>2/5/20</u>

Evaluation Results: Accessing the Final Evaluation Document

Once the evaluation has been completed, three buttons at the bottom of the page (below the Dashboard steps) will become active for both the principal *and* the evaluator(s). To view the full final evaluation online, click the **VIEW FINAL EVALUATION** button.

Evaluation Results
After you have completed the tasks above, use the buttons below to access the evaluation results.

 VIEW FINAL EVALUATION	 VIEW SUMMARY PAGE	 EXPORT FINAL EVALUATION
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To view a printable PDF summary of the final evaluation, click the **VIEW SUMMARY PAGE** button.

Evaluation Results

After you have completed the tasks above, use the buttons below to access the evaluation results.



To download a ZIP file containing the final evaluation and all attachments, click the **EXPORT FINAL EVALUATION** button.

Evaluation Results

After you have completed the tasks above, use the buttons below to access the evaluation results.



Click the **DOWNLOAD EXPORTED EVALUATION** button once the file has been generated.

Evaluation Results

After you have completed the tasks above, use the buttons below to access the evaluation results.

