

SuperEval- Administrator Evaluation 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: Administrator's Goals and Dimension Selection

When you enter the **Administrator's Goals and Dimension Selection** section, you can begin to either add goals or select your dimensions upon entering this section.

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



All dimensions will be checked when you first visit the page. To remove a dimension from your evaluation, click on the checkbox to the left of the dimensions to remove the checkmark. Your progress will save automatically as designated by the progress saved bar in the upper right corner.



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 select stakeholders from area of responsibility *to develop and implement a shared vision and mission for learning* in the area of responsibility

b. leader includes select pieces of the school and/or district vision and mission when developing a vision and mission for learning in the area of responsibility

c. explicitly links the school/district vision and mission to the vision and mission for learning in the area of responsibility, including connections to his/her work

1.Sustainability

a. implements processes and structures that support improvement related to own area of responsibility

To begin to add your annual goals click on **1.a ANNUAL GOALS**.

1.a ANNUAL GOALS

1.b SELECT DIMENSIONS

Add a **Title** and **Description** for your first objective. If you would like to view or select objectives from a list of goals from the previous year's evaluation (if applicable), click on **LAST YEAR'S GOALS** below the description box (you will be able to edit any example goal selected).

The screenshot shows a form titled "Goal 1". At the top, there is a dropdown menu with the text "Title of the goal". Below this is a rich text editor with the text "Description of the goal". At the bottom of the form, there are three buttons: "LAST YEAR'S GOALS" (highlighted with a red arrow), "ALIGNMENT" (with a dropdown arrow), and "DELETE" (with a trash icon).

To align your goal(s) to specific dimensions, click the **ALIGNMENT** button, then check the box to the left of the dimension(s) that you wish to align to that goals.

The screenshot shows the "Goal 1" form with the title "Increased Visibility" and a description: "Given the critical attribute of leadership visibility for the Assistant Superintendent, the Assistant Superintendent will schedule a greater number of regular building visits, classroom learning walks and meeting with building principals for the 2019-2020 school year." The "ALIGNMENT" button is highlighted with a red arrow. Below the form, there are two checkboxes: "1. Shared Vision of Learning" and "1. Culture", both of which are unchecked. Below the checkboxes, there is a small text block: "a. collaborates with select stakeholders from area of responsibility to develop and implement a shared vision and mission for learning in the area of responsibility".

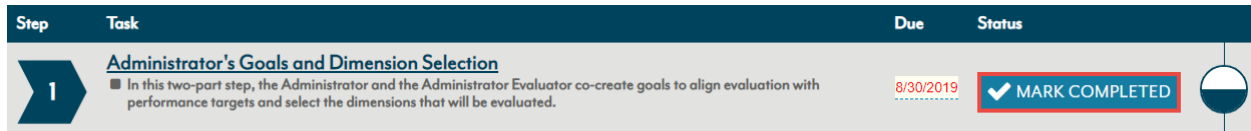
For help in creating goals click on **GUIDANCE** in the upper right corner of the page.



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

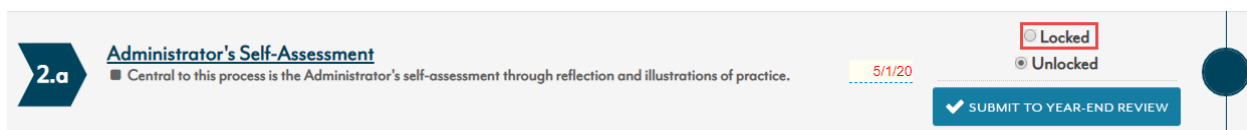


Once you have finished selecting your dimensions for your evaluation and inputting your annual objectives, click the blue **MARK COMPLETED** button to the right of Step One underneath the *Status* column on the dashboard.



Step 2.a: Administrator's Self-Assessment

Step 2.a gives you the option of selecting whether your Self-Assessment will be immediately accessible to your evaluator or not. The default system setting is “Unlocked”, meaning the evaluator 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. If you prefer for your evaluator to only view your Self-Assessment once it is complete, click “Locked”. If you wish, you may alternate between the Locked and Unlocked status at any time.



The first time you enter the **Administrator'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 on the appropriate section of the rubric.

(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.	<p>a. claims to have a vision and mission, but keeps them private</p> <p>b. leader's vision and mission for self and area of responsibility differs or distracts from the school and/or district vision and mission</p> <p>c. disregards the need to use a vision and mission to guide goals, plans and actions</p>	<p>a. identifies own vision and mission, and makes them public</p> <p>b. leader's vision and mission for area of responsibility is created in isolation of those of the school and/or district, and aligned as an compliance activity or afterthought</p> <p>c. refers to the school and/or district vision and mission as a document unconnected to own vision, or to his/her work within the area of responsibility</p>	<p>a. collaborates with select stakeholders from area of responsibility to develop and implement a shared vision and mission for learning in the area of responsibility</p> <p>b. leader includes select pieces of the school and/or district vision and mission when developing a vision and mission for learning in the area of responsibility</p> <p>c. explicitly links the school/district vision and mission to the vision and mission for learning in the area of responsibility, including connections to his/her work</p>	<p>a. engages key stakeholders representing varied roles and perspectives in developing, monitoring and refining a shared vision and mission for learning in the area of responsibility</p> <p>b. leader ensures that the shared vision and mission for learning developed in the area of responsibility is aligned to and supportive of the vision/mission of the school and/or district</p> <p>c. uses the school/district vision and mission, and the vision and mission for the area of responsibility, to inform reflective practice, goals, programs, policies, decision-making and/or actions</p>

Click on **My Reflection and Comments** to the right of the thought bubble icon beneath the rubric to add further information to support your rating. 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)

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 view these, click on **My (Previous school Year) Reflections 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** then click on the green **ADD** button.




Illustrations of Practice (optional)



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

Professional Practices Portfolio ✕

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

OR Add a URL:

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

SAVE

CANCEL

DELETE

Type



Title

Super Eval Document

A title for the file.

Description

Description pending.

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 Leadership Performance Rubric

1. Shared Vision of Learning

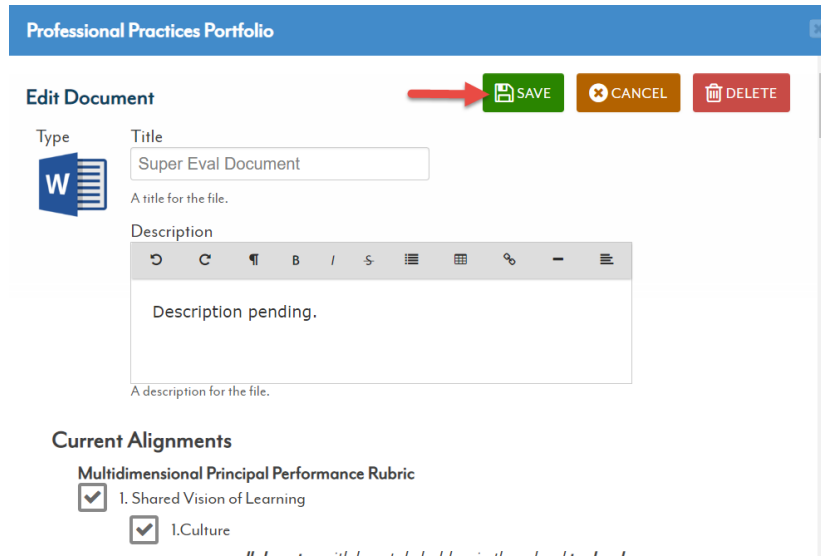
1.Sustainability

a. implements processes and structures that support improvement related to own area of responsibility

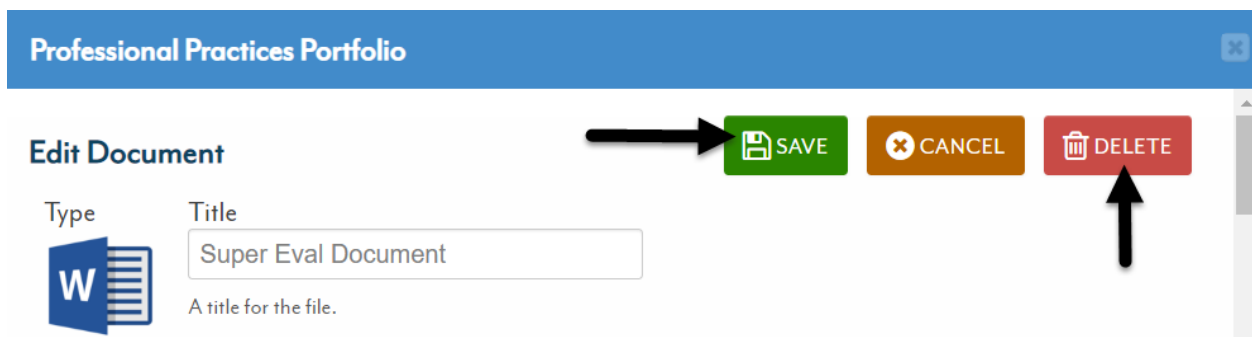
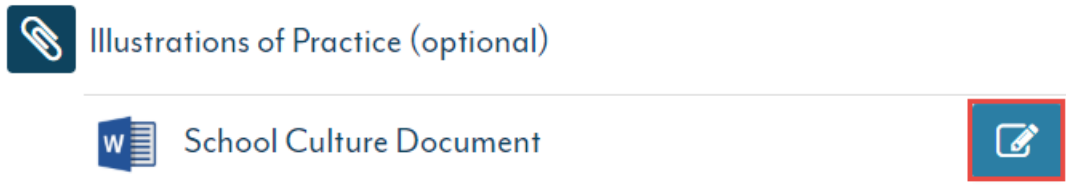
2. School Culture and Instructional Program

2.Instructional Program

a. promotes comprehensive, rigorous, and coherent curricular programs that address multiple levels of thinking, enable learners to develop knowledge and skills related to a concept, problem, or issue, and support their construction of meaning - or ensures that those they supervise who may be responsible for developing such programs meet this expectation



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.

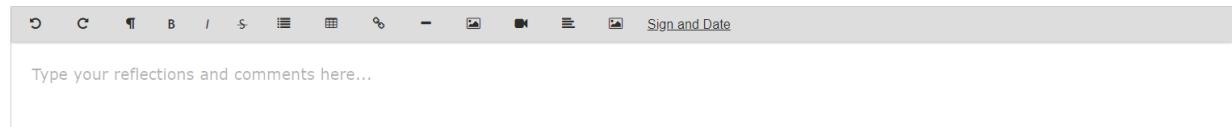


If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on the **My Reflections and Comments for (name of domain)** section below the progress bar and enter your comments.

1. Shared Vision of Learning

An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

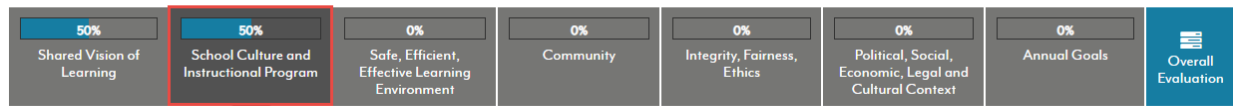
My Reflections and Comments for the Shared Vision of Learning Domain (optional)



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.

Evaluation Progress

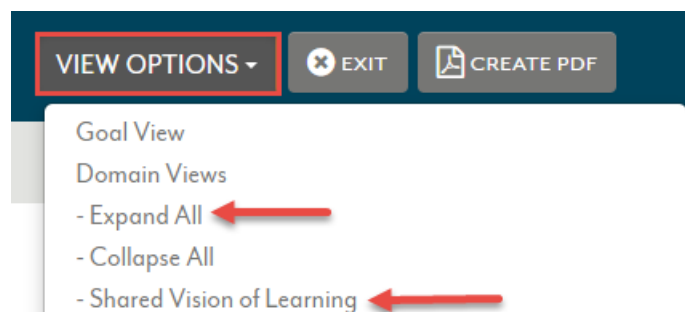
Use the progress bar below to access a specific domain.



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 your overall Self-Evaluation (optional), click into the **Overall Evaluation** section, then click on **Comments by the Administrator**, and type your comments into the text box.

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. Annual Goals	Ineffective	Developing	Effective	Highly Effective
Overall Rating	Ineffective	Developing	Effective	Highly Effective

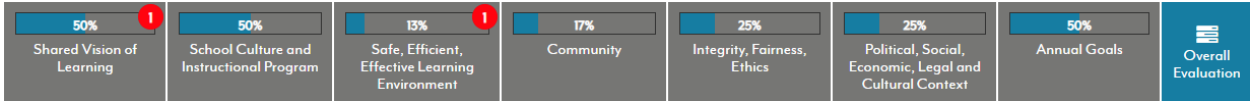
Comments by the Administrator





Rich text editor toolbar with icons for undo, redo, bold, italic, underline, list, link, unlink, image, video, table, and a 'Sign and Date' button. Below the toolbar is a text input field with the placeholder text 'Type your reflections and comments here...'.

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.

Navigation bar containing three buttons: 'VIEW OPTIONS' with a dropdown arrow, 'PROGRESS SAVED' with a green checkmark icon (highlighted with a red box), and 'CREATE PDF' with a document icon.

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 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 notification. Once the comments have been viewed, the badges will disappear.







-  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 can submit your Self-Assessment so that your evaluator can complete their evaluation and move the evaluation along in the process. Click the blue **SUBMIT TO YEAR-END REVIEW** button to the right of **Step 2.a: Administrator’s Self-Assessment.**

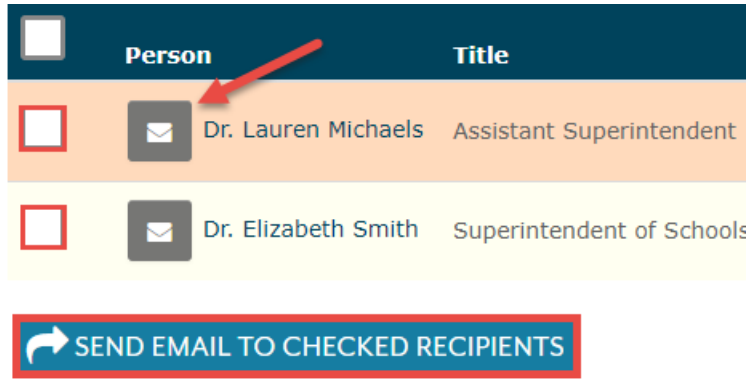


Step 2.b: Administrator Reviewer’s Evaluation

During this step, the evaluator will review the administrator’s Self-Assessment and will conduct his/her individual evaluation. You may click into this step to view your evaluator’s progress.

<input type="checkbox"/>	Person	Title	Last Login	Evaluation	Progress	Completion
<input type="checkbox"/>	 Dr. Lauren Michaels	Assistant Superintendent	9/5/19, 9:08 AM		<div style="display: flex; width: 100px; height: 10px; background-color: #ccc;"> <div style="width: 50%; background-color: #28a745;"></div> </div> 6.5 / 12.5	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	 Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM		<div style="display: flex; width: 100px; height: 10px; background-color: #ccc;"> <div style="width: 15%; background-color: #28a745;"></div> </div> 2.5 / 16.5	<input checked="" type="checkbox"/> <input type="checkbox"/>

You may also wish to send an email to your evaluator through the system, to do so click the checkbox to the left of your evaluators name then click on the grey envelope icon or the blue **SUBMIT EMAIL TO CHECK RECIPIENTS** button.



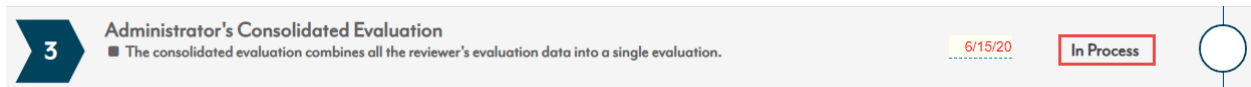
You may also mark your evaluation as completed within this step by clicking on the check mark underneath the **Completion** column. If you intentionally elected to lock Step 2.a, clicking the checkmark will unlock your self-assessment so your evaluator can view it.

<input type="checkbox"/>	Person	Title	Last Login	Evaluation	Progress	Completion
<input type="checkbox"/>	Dr. Lauren Michaels	Assistant Superintendent	9/5/19, 9:08 AM		<div style="width: 6.5%; background-color: green;"></div> 6.5 / <div style="width: 12.5%; background-color: orange;"></div> 12.5	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM		<div style="width: 2.5%; background-color: green;"></div> 2.5 / <div style="width: 16.5%; background-color: orange;"></div> 16.5	<input type="checkbox"/>

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

Step 3: Administrator’s Consolidated Evaluation

The **Consolidated Evaluation** provides a comparison view of the evaluation containing the evaluator’s ranking alongside the administrator’s ranking, in addition to the scoring matrix and performance rating. The administrator is unable to view the evaluation during this step, you will be able to review the results once the evaluator advances the evaluation to Step 4.



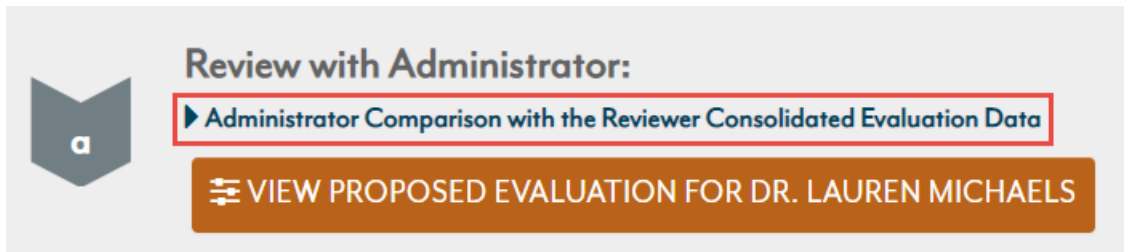
If desired, you may begin composing goals for the following school year by clicking the **START WORKING ON NEXT YEAR’S GOALS** button at the top of the Dashboard.



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 administrator and the evaluator approve and electronically sign the evaluation.

In **Part A** of **Step 4**, the administrator and the evaluator should review the **Proposed Evaluation**. First, click **Administrator Comparison with the Reviewer Consolidated Evaluation Data** to view the comparison table.



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

Review with Administrator:

▼ Administrator Comparison with the Reviewer Consolidated Evaluation Data

Dimension	Not Selected	Ineffective	Developing	Effective	Highly Effective
1. Shared Vision of Learning					
1.Culture	★			👍	
2. School Culture and Instructional Program					
2.Culture	⚠️	👤			👤

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

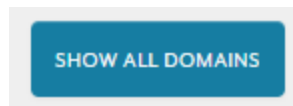
To view one domain at a time, click the **SHOW SINGLE DOMAIN VIEW** button below the table.



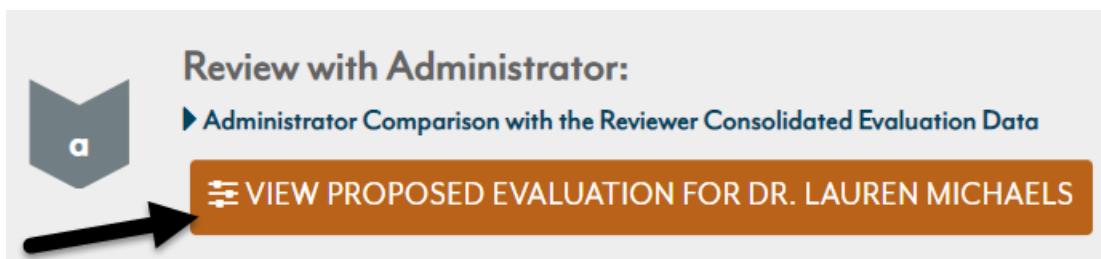
Click on the arrows to navigate to the other domains.

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

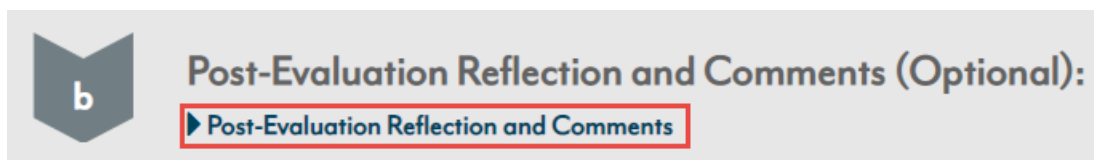
To toggle back to the overview, click the **SHOW ALL DOMAINS** button at the bottom of the page.




Click the orange **VIEW PROPOSED EVALUATION FOR (ADMINISTRATOR'S NAME)** button to view the proposed evaluation.




In **Part B** of **Step 4**, the administrator and evaluator have the option to add a post-evaluation reflection piece. To do so, drag a file to the upload box or click on the box to search for a file from your documents. If you wish to attach a web resource, you may type/paste a URL into the designated box and click **SUBMIT**.



Post-Evaluation Reflection and Comments (Optional):
 ▼ Post-Evaluation Reflection and Comments



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

Type	Title	Uploaded By	Options
None			

Add a URL

SUBMIT
←

Part C of **Step 4** displays the **Overall Evaluation** results.

Overall Evaluation for Dr. Lauren Michaels

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

Part C also includes a section for the administrator and evaluator to add final comments (optional). To add comments, type or paste your comments into the textbox below **Comments by the Administrator**.

Comments by the Administrator

↶ C ¶ B / S ☰ ☒ 🔍 — 🖼️ 🎥 ☰ 🖼️ Sign and Date

Type your reflections and comments here...

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 off on the evaluation. Please note; the evaluator will not be able to sign the evaluation until *after* the administrator has signed off on the evaluation.

Signatures

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

Dr. Lauren Michaels	Administrator	<input type="button" value="SIGN"/>	_____
Dr. Elizabeth Smith	Superintendent	(awaiting Administrator signature)	___TBD___

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

Signatures

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

Dr. Lauren Michaels	Administrator	<u>Dr. Lauren Michaels</u> (signed electronically)	<u>2/12/20</u>
Dr. Elizabeth Smith	Superintendent	<u>Dr. Elizabeth Smith</u> (signed electronically)	<u>2/12/20</u>

Evaluation Results: Accessing the Final Evaluation Document

When the evaluation has been completed, three buttons at the bottom of the page, below the dashboard steps, will become active for both the administrator *and* the evaluator. To view the full final evaluation online, click the **VIEW FINAL EVALUATION** button.

Evaluation Results

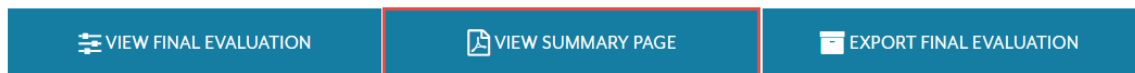
After you have completed the tasks above, use the buttons below to access the evaluation results.



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.

