Rubric for Evaluating Colorado's Principals and Assistant Principals

Effective principals in the state of Colorado are responsible for the collective success of their schools, including the learning, growth and achievement of both students and staff. As the schools' primary instructional leaders, effective principals enable critical discourse and data-driven reflection about curriculum, assessment, instruction and student progress and create structures to facilitate improvement. Effective principals are adept at creating systems that maximize the utilization of resources and human capital, foster collaboration and facilitate constructive change. By creating a common vision and articulating shared values, effective principals lead and manage their schools in a manner that supports schools' ability to promote equity and to continually improve their positive impact on students and families.

QUALITY STANDARD I Principals demonstrate strategic leadership.					
Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary	
Principals collaborativ	I Vision, Mission and S ely develop the vision, mis ses used to establish these	ssion, values, expectation	-		
THE PRINCIPAL ensures that the vision, mission, values, beliefs and goals of school are: Familiar to staff and other stakeholders. Developed through a collaborative process including staff and other stakeholder groups. Routinely updated.	THE PRINCIPAL ensures that the school's vision, mission and strategic goals are: Part of routine school communications with staff and other stakeholders. Integrated into school programs.	THE PRINCIPAL collaboratively establishes strategic goals that are: Focused on student achievement. Based on the analysis of multiple sources of information. Aligned with district priorities. Measurable. Rigorous. Concrete.	SCHOOL STAFF MEMBERS: Incorporate strategic goals into their instructional plans. Identify and address barriers to achieving the school's vision, mission and goals.	SCHOOL STAFF MEMBERS AND OTHER STAKEHOLDERS: Collaboratively implement strategies to address the school's vision, mission and strategic goals. Assume leadership roles in updating the school's vision mission and strategic goals.	

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
-	l Plan a plan is in place that sup des for data-based progre		achievement and develo	opmental outcomes for
THE PRINCIPAL: Implements systems and processes for planning and managing change. Works collaboratively to develop the school plan.	 and THE PRINCIPAL communicates effectively to staff and other stakeholders: Personal commitment to continuous school and district improvement. Components of school's plan. Progress toward meeting school goals and outcomes. 	and THE PRINCIPAL establishes clear and consistent processes and systems to: Monitor progress toward achieving school goals and student outcomes. Regularly revise school goals and outcomes based on progress monitoring data.	and SCHOOL STAFF MEMBERS AND OTHER STAKEHOLDERS: Conscientiously implement the school plan. Address barriers to achieving school's vision, mission and strategic goals.	and SCHOOL STAFF MEMBERS: Track student progress. Collaboratively develop short-term and long-term plans to improve student outcomes.
	ng Change and collaborate with staff sult in improved achieven			
THE PRINCIPAL: Acknowledges the importance of meaningful change. Has processes in place for: Resource allocation. Addressing barriers to change.	 and THE PRINCIPAL: Provides support for change efforts within the school. Coaches others in leading change. 	and THE PRINCIPAL establishes clear and effective processes to: Provide opportunities for all staff to engage in school change efforts. Manage change.	 and SCHOOL STAFF MEMBERS: Lead school planning efforts. Implement approved school change strategies. Anticipate, identify and address barriers to positive 	 and SCHOOL STAFF MEMBERS: Lead school change efforts. Set challenging student learning goals.

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
LEMENT D: Distrik rincipals create and u mong teachers and a	utilize processes to distrib	ute leadership and suppor	rt collaborative efforts t	hroughout the school
THE PRINCIPAL: hvolves staff in the school's decision making processes.	 and THE PRINCIPAL: Assumes responsibility for decision making process. Includes parents, families and the larger school community in decision making processes. 	and THE PRINCIPAL involves school staff members in: Selecting and implementing effective improvement strategies.	 and SCHOOL STAFF MEMBERS: Lead planning and monitoring efforts. Collaborate on school planning efforts. 	and SCHOOL STAFF MEMBERS AND OTHER STAKEHOLDERS: Participate in meaningful schoo leadership activities.
valuator Comments: Required for Ratings o ecommended for all r	of "Basic" or "Partially Pro	ficient" and (Please ir	e of Person Being Evalua ndicate the element for v not for the standard as	which the comment

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary	
Principals promote sch nstructional practices	ulum, Instruction, Lear nool-wide efforts to establi , assessment and use of da n student academic achieve	sh, implement and refine ta on student learning ba	e appropriate expectation		
THE PRINCIPAL sets expectations for staff regarding: Differentiating instruction. Assessing student work. Monitoring student progress. Aligning instructional strategies with student performance standards. Applying research based strategies.	 and THE PRINCIPAL reinforces instructional initiatives through: School wide activities. Implementation of the district's approved curriculum. Clear, consistent and frequent communication with staff. Consistent and objective use of data for decision making. 	 and THE PRINCIPAL implements a school wide instructional approach that is: Reflective of input from staff. Aligned with student performance standards. Supported by research. Enhanced by the use of appropriate technologies. 	SCHOOL STAFF MEMBERS: Develop and implement ideas for improving student learning. Use evidence-based practices. Refine curriculum, instruction and assessment approaches based on data, school wide discussions and idea generation.	 and SCHOOL STAFF MEMBERS: Initiate classroom based changes based on discussions with colleagues and results of data analysis. Make corrections to their instructional approaches based on personal reflection. Use evidence-based strategies appropriate for addressing school and student needs 	
Principals create proce	ctional Time esses and schedules which	maximize instructional, c	collaborative and prepara	ation time.	
THE PRINCIPAL: Limits interruptions to instruction.	 and THE PRINCIPAL: Manages time so teaching and learning are the school's top priority. Implements a master schedule providing planning and collaboration time for all staff. 	and THE PRINCIPAL: Quickly and efficiently resolves issues that disrupt the school day.	and SCHOOL STAFF MEMBERS protect instructional time by: Assuring that students stay on task. Limiting transitions that can influence time available.	and SCHOOL STAFF MEMBERS: Advocate to administrators for uninterrupted instructional time. Adjust instructional strategies to maximize time on task.	

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
Principals support tea	menting High-quality I chers through ongoing, ac t and evidence-based instr s P-20.	tionable feedback and ne	-	-
	 and THE PRINCIPAL: Aligns professional development offerings with the school's most critical needs. Actively engages in professional development activities along with staff. Provides performance feedback to teachers that is: Actionable. Timely. Expectations for all Stupped and setting and settin		CHOOL STAFF MEMBERS: Actively participate in professional development activities to develop and/or sustain their leadership capacity.	and SCHOOL STAFF MEMBERS: Identify their professional development needs. Apply lessons learned through professional development.
-	goals across content areas and THE PRINCIPAL: Communicates a belief in high measurable goals/outcomes for students and staff.		and SCHOOL STAFF MEMBERS: Set rigorous but achievable individual learning goals for students. Participate in the development of rigorous but achievable school goals.	and SCHOOL STAFF MEMBERS: Ensure that all students achieve the rigorous outcomes they set for them.

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
•	c tional Practices e a rich knowledge of effe d guide teachers in data-b	•		•
THE PRINCIPAL: Provides instructional coaching for teachers. Stays abreast of evidence based practices associated with improved student learning.	 and THE PRINCIPAL: Participates in professional development and adult learning activities to understand evidence based student learning research. Provides data-based feedback on instructional practices to teachers. 	 and THE PRINCIPAL: Evaluates professional development activities to assure that they result in improved instructional and assessment practices. Supports teacher efforts to engage in data- based decision making. 	 and SCHOOL STAFF MEMBERS: Use data to guide and support instructional changes. Collect, analyze and share data related to changes to instructional practices. 	and SCHOOL STAFF MEMBERS: Share knowledge of school successes with colleagues and others interested in making positive school changes.
Evaluator Comments: (Required for Rating o and recommended for	f "Basic" or "Partially Prof all rating levels.)	icient" (Please indic	Person Being Evaluated: ate the element for whic standard as a whole.)	h the comment applie

Principals demonstrat	e school culture and equit	y leadership.			
Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary	
Principals articulate, n	ional and Collaborativ nodel and positively reinfo eating an inclusive and we	orce a clear vision and valu		e and involve students,	
THE PRINCIPAL: Establishes a school culture that is inviting to students, staff and visitors. Communicates with families and the community: Frequently. Focusing on including them in the school's activities. In an inclusive manner.	and THE PRINCIPAL invites families and community members into the school to participate in: Decision making processes. Parent conferences. Activities to learn about how to help students.	 and THE PRINCIPAL: Establishes an inclusive school culture based on collaboration among and between students, parents, staff and the community. Consistently monitors school culture to ensure that it is conducive to student learning. 	and PARENTS, FAMILIES AND COMMUNITY MEMBERS participate in: A variety of meaningful school-based activities. Decision making processes related to their children's education.	and PARENTS AND SCHOOL STAFF MEMBERS: Collaborate on studer learning initiatives	
	itment to the Whole (e cognitive, physical, socia and THE PRINCIPAL: Implements an approach to learning that integrates research based practices to address students' cognitive, physical, social and emotional health and welfare.		rowth and skill developm and SCHOOL STAFF MEMBERS: Identify and address the needs of the whole child. Seek advice of experts who can help address student needs when necessary.	eent of every student. and SCHOOL STAFF MEMBERS: Address student needs in a holistic, integrated and comprehensive manner.	

QUALITY STANDAI Principals demonstrat	RD III te school culture and equit	y leadership.				
Basic	Partially Proficient (Meets State Standard) Accomplished		Partially Proficient Accomplished		Accomplished	Exemplary
•	te a commitment to a dive instruction in meeting the n					
THE PRINCIPAL: Understands the diversity of the school community. Recognizes that diversity is an asset to the school.	 and THE PRINCIPAL: Sets student expectations that reflect an understanding of and respect for their backgrounds, needs, or skills. Provides all students opportunities to showcase their skills and talents. Demonstrates an appreciation for and sensitivity to diversity in the school community. 	 and THE PRINCIPAL sets the expectation that all students will: Achieve one year of growth for one year of instruction. Graduate from high school. Be college or career ready at time of high school graduation. Implements activities and provides services to meet student needs. 	and SCHOOL STAFF MEMBERS: Ensure that all students are treated with respect and dignity. Respect students for their unique talents and skills.	 and SCHOOL STAFF MEMBERS AND THE COMMUNITY: Initiate actions that encourage an inclusive climate of respect for student diversity. STUDENTS: Accept and respect fellow students who are different from them. 		

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
Principals and their lea	c y, Empowerment and adership team foster a sch prudent risk-taking, high e	nool culture that encourag	ges continual improveme	-
THE PRINCIPAL: Routinely assesses student outcomes. Requires staff to use data to identify needed improvements to teaching and learning activities.	and THE PRINCIPAL: Develops the capacity of staff and other stakeholders to use data for decision making.	 and THE PRINCIPAL creates a culture of risk taking and learning within the school by: Developing new initiatives and monitoring their impact on student learning. Eliminating ineffective activities and initiatives. 	and SCHOOL STAFF MEMBERS participate in the evaluation of: Instructional approaches. Progress toward achieving school goals and student outcomes.	 and SCHOOL STAFF MEMBERS recommend: Activities and initiatives for elimination or scale back. Evidence based programs, practices and instructional programs for implementation.
Evaluator Comments: (Required for Ratings recommended for all r	of "Basic" or "Partially Pro rating levels.)	ficient" and (Please indi	f Person Being Evaluate cate the element for whi e standard as a whole.)	

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
Principals ensure that	ssional Development/ the school is a profession ng and develops teacher le plans.	al learning community that	at provides opportunities	
THE PRINCIPAL: Organizes the school as a professional learning community.	and THE PRINCIPAL provides professional development that is: Of high quality. Tailored to meet staff needs. Focused on student learning. Research based. Job embedded. Designed to meet student learning needs. Aligned with the school improvement plan.	and THE PRINCIPAL: Provides opportunities for staff to assume leadership roles within the school.	and SCHOOL STAFF MEMBERS: Actively engage in the creation and implementation of the school's professional learning community.	and SCHOOL STAFF MEMBERS: Assume leadership roles within professional learning communities.
		-		nigh-quality, high-
LEMENT B: Recruiting, Hiring, Placing, Mrincipals establish and effectively manage processerforming staff.HE PRINCIPAL:widheres to districtand state policiesand proceduresrelated topersonnelactivities.bakes personnelassignmentswithin theparameters ofdistrict policy.Provides support fornew teachers andstaff members tohelp ensure theirsuccess.		 and THE PRINCIPAL: Supports low performing teachers in ways that will improve their performance. Places personnel in positions to ensure that all students have equal access to highly effective teachers. Dismisses or does not rehire teachers when necessary. 	and SCHOOL STAFF MEMBERS: Accept school placements where they are needed most in order to address student learning needs.	and SCHOOL STAFF MEMBERS: Use the advice of coaches, mentors, and/or experts in various fields in order to improve their practice.

Basic	Partially Proficient	Proficient (Meets State Standard)		Accom	plished	Exemplary
Principals evaluate sta	er and Staff Evaluation off performance using the a fair and equitable manne	district's edu				
THE PRINCIPAL: Understands the importance of consistent and rigorous evaluations of school staff members.	 and THE PRINCIPAL conducts staff evaluation activities: In line with district policies. On time. Using multiple measures. Uses evaluation results to identify professional development and growth needs of teachers and staff. 	and THE PRINCIPAL: Provides mentoring, coaching and other resources for staff whose performance needs improvement.		and SCHOOL S MEMBER Hold thems account meeting exceedin outcom school g	S: elves able for or ng student es and	and SCHOOL STAFF MEMBERS: Adhere to the district's personnel evaluation process Use personnel evaluation results to improve performance over time.
Evaluator Comments: (Required for Ratings and recommended for	of "Basic" or "Partially Pro	ficient"	Response of (Please indic if not for the	ate the elem	ent for whic	h the comment applies

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
Principals establish sy	bl Resources and Budg stems for marshaling all a ning, academic achieveme	vailable school resources t		
THE PRINCIPAL manages school's budget with respect to: District guidelines. Standard accounting procedures. Student and staff needs.	 and THE PRINCIPAL: Focuses school resources on teaching and learning. Allocates resources to: Fund priority needs first. Support the attainment of strategic goals and student outcomes. Continuous school improvement. Professional development. 	 and THE PRINCIPAL: Manages and monitors fiscal, physical and personnel resources efficiently and effectively. Creates management structures to support the alignment of resources with school goals and student outcomes. 	and SCHOOL STAFF MEMBERS: Support the development of external partnerships that support teaching and learning.	 and SCHOOL STAFF MEMBERS: Use school resources for the benefit of students. Fully support the alignment of resources with school goals and student outcomes. Participate in the budgeting and prioritization process as requested.
Principals proactively	ct Management and R and efficiently manage the parents/guardians, studen	e complexity of human int	eractions and relations	nips, including those
THE PRINCIPAL: Builds positive relationships between and among students, staff members and parents/guardians		 and THE PRINCIPAL: Resolves issues as they arise to prevent long-term problems. Models fairness and consistency when dealing with students, staff and parents/guardians. 	 and SCHOOL STAFF MEMBERS: Build positive relationships with each other. Manage conflicts or tense situations between and among students, parents and colleagues. 	and SCHOOL STAFF MEMBERS: Anticipate problems and adjust behaviors to avoid conflict.

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
· · · · · · · · · · · · · · · · · · ·	matic Communication e design and utilization of	various forms of formal a	nd informal communicat	ion with all school
THE PRINCIPAL: Communicates with students, parents and the community on a regular basis. Responds to contact from parents and community members in a timely and meaningful manner.	 and THE PRINCIPAL: Prioritizes communication as a high priority area for the school. Invites parents and the community to share ideas and concerns. 	and THE PRINCIPAL: Offers a variety of venues for communication available for students, staff, parents/guardians and community stakeholders.	and SCHOOL STAFF MEMBERS: Use existing communication structures such as newsletters and blogs to expand and enhance communication between the classroom and the school community.	and SCHOOL STAFF MEMBERS: Develop effective strategies to sustain positive meaningful communications with parents, students and the community.
	I-wide Expectations fo clear expectations, struct		s are established for stud	dents and staff.
THE PRINCIPAL: Adheres to rules and procedures required by district administration. Establishes school rules and procedures.	 and THE PRINCIPAL: Establishes rules and procedures appropriate for all members of the school community. Routinely reviews and revises rules and procedures to assure their continued relevance. 	 and THE PRINCIPAL: Establishes and clearly articulates high expectations for all students and staff. Demonstrates values, beliefs and attitudes that inspire students and staff to higher levels of performance. 	and SCHOOL STAFF MEMBERS: Adhere to school and district rules and procedures.	and SCHOOL STAFF MEMBERS: Establish and enforce high expectations for student classroom behavior.

Basic	Partially Proficient		f icient ate Standard)	Accomplished	Exemplary
Principals regularly up	rting Policies and Agreen Idate their knowledge of for ts, if applicable and establ mplemented.	ederal and s			
	 and THE PRINCIPAL: Inquires about policies/laws prior to making decisions. Establishes procedures to protect the confidentiality of staff and student information. Studies changes to laws and policies to maintain the school's compliance. ng an Orderly and Sup the school provides an or 	contractual arrangements. Provides meaningful and timely input into the development of district and board policy.		and SCHOOL STAFF MEMBERS: Adhere to all school and district policies and procedures.	 and SCHOOL STAFF MEMBERS: Provide school and/or district administrators input regarding policies and procedures. Suggest new or revised policies and procedures to help assure student success.
respect and well-being THE PRINCIPAL: Understands the importance of establishing a safe, positive and supportive school environment.	g. and THE PRINCIPAL: Establishes rules and procedures to maintain a safe and positive school culture. Addresses safety issues immediately and efficiently.	and THE PRINCIPAL: Expects students and teachers to respect diverse interests and attitudes. Creates mechanisms to ensure all stakeholder voices are heard and respected.		and SCHOOL STAFF MEMBERS: Demonstrate respectful behavior toward students, parents, stakeholders and colleagues.	and SCHOOL STAFF MEMBERS initiate activities designed to: Improve school safety. Encourage respect between and among students and colleagues.
Evaluator Comments: (Required for Ratings and recommended for	of "Basic" or "Partially Pro	ficient"	(Please indic	Person Being Evaluated: cate the element for whic standard as a whole.)	

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
	y and Community Invo or utilize structures and p ool.			gagement, support an
Principals strive to imp	and THE PRINCIPAL: Conducts community outreach activities. Invites families to participate in activities specifically focused on their children. sional Leadership Res prove the profession by con-	ollaborating with their coll	-	-
stakeholders to drive and schools at all leve	the development and succ the development and succ Is of the education system and board policies and nego and THE PRINCIPAL: Understands and interacts with the network of agencies that provide health, social and other services to families.	cessful implementation of n. They ensure that these	initiatives that better se initiatives are consistent	rve students, teachers

Basic	Partially Proficient	Proficient (Meets State Standard)	Accomplished	Exemplary
	Eacy for the School tems and relationships to de of the school in order t			
THE PRINCIPAL: Engages community members and key stakeholders in the school's activities. Understands the	 and THE PRINCIPAL: Identifies and engages key community stakeholders. Solicits community input and uses the input to inform 	 and THE PRINCIPAL: Advocates throughout the school community for school support. Expands personal reach and sphere of 	and SCHOOL STAFF MEMBERS: Engage community agencies to help meet the needs of students and families.	and SCHOOL STAFF MEMBERS: Maintain strong relationships with key community stakeholders.
community and the issues it is facing.	decisions.	influence to maximize support for the school.		
Evaluator Comments: (Required for Ratings and recommended for	of "Basic" or "Partially Pro	ficient" (Please ind	f Person Being Evaluated: icate the element for whic e standard as a whole.)	