

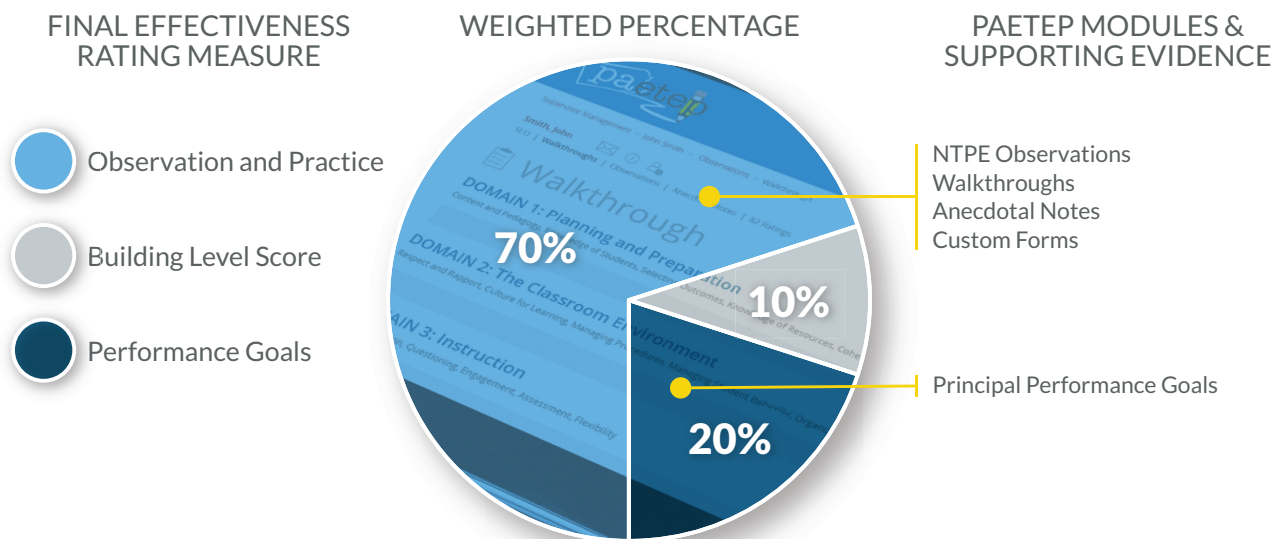


What Principals, Assistant/Vice Principals, CTC Directors, and Supervisors of Special Education Should Know About Act 13 and PAETEP

13-2 SUMMATIVE RATING FORMS

PRINCIPAL RATING FORM (13-2)

Building Level Data Available



According to Act 13, Principals, Assistant/Vice Principals, CTC Directors, and Supervisors of Special Education should be evaluated annually with a 13-2 Annual Summative Rating Form.

EVIDENCE COLLECTION WITHIN PAETEP

OBSERVATION AND PRACTICE EVIDENCE (70%)

The following items are modules and workflows within PAETEP that are used to collect the evidence needed for the Observation and Practice portion of the 13-2 form. The Observation and Practice section on the 13-2 form includes four Domain ratings.

NTPE OBSERVATION

The NTPE Observation is a year-long process which is initiated by the Principal, Assistant/Vice Principal, CTC Director, or Supervisors of Special Education. Once initiated, the school leader sets goals and identifies component focus areas. Based upon the component focus areas selected, the school leader provides information pertaining to how they plan to improve their practice. The NTPE Observation is then submitted to their supervisor for review. Feedback is provided, followed by approval. Once approved, school leaders then return to the NTPE Observation throughout the school year to provide updates and share artifacts. The process ends with a final submission of updates and a self-assessment. Supervisors then provide final feedback and component ratings which transfer to the 13-2 to inform the year-end summative ratings.

WALKTHROUGHS

Walkthroughs are initiated and completed, as desired, by supervisors. Walkthroughs provide a means to complete informal observations, documenting evidence around any or all of the four Domains. Supervisors can add comments, attach documents, and provide feedback to school leaders. If desired, school leaders may respond to supervisors' comments, engaging in an asynchronous dialogue to improve their practice.

CONTINUED ON BACK

ANECDOTAL NOTES

Anecdotal Notes are initiated and completed, as desired, by supervisors and/or school leaders. Anecdotal Notes provide a means for supervisors and/or school leaders to document and share additional evidence that might not be observed or considered within a Walkthrough or NTPE Observation. For example, Anecdotal Notes may be utilized by supervisors to document positive aspects regarding a school leader's practice or leadership within the LEA.

BUILDING SCORE EVIDENCE (10%)

Building scores are derived by the PDE and published each school year. If available and attributable to a Principal, Assistant/Vice Principal, CTC Director, or Supervisors of Special Education, Building Scores constitute 10% of the final score on the 13-2 Annual form.

PRINCIPAL PERFORMANCE GOALS (20%)

The Principal Performance Goal (PPG) module and workflow within PAETEP is used to collect the evidence needed to derive the final score for the Performance Goals section of the 13-2 form.

PRINCIPAL PERFORMANCE GOAL(S)

The Principal Performance Goal (PPG) is initiated by the Principal, Assistant/Vice Principal, CTC Director, or Supervisors of Special Education at the beginning of each school year. The PPG includes an Action Plan, Mid-Year Progress update, and Year-End update. Overall, the template and process are designed to facilitate active participation in the evaluation process, while improving the school leader's effectiveness, and fostering collaboration among colleagues. If needed, school leaders may complete more than one PPG each year.

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