



Guidance for Completing the Elective Data/Student Learning Objectives (SLOs) Section of the Rating Tool*

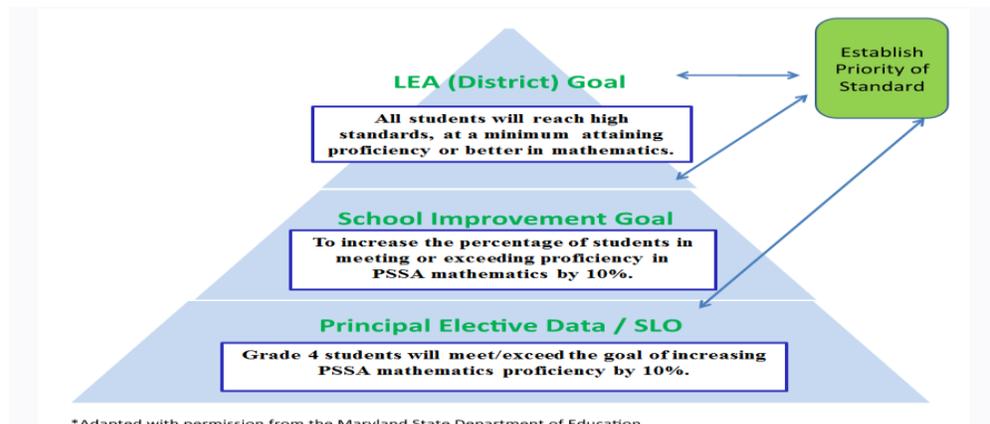
This document is a guide to assist the supervising administrator and principal/school leader in the completion of the Elective Data/SLO Template for principals/school leaders. This guide is provided to spur discussions between a supervising administrator and principal/school leader regarding student achievement. The actual discussions that occur should be determined locally. It is not mandatory to use the process and/or guiding questions outlined below, nor should they be viewed as a “checklist” to be followed. This guide is provided solely as a resource.

The intention is that the Principal Elective Data/SLOs align with LEA and/or school goals. Results from the Framework for Leadership, Correlation Data, and/or Building Level Score may be used to help inform the focus areas for the Elective Data/SLOs. Elective Data/SLOs are designed to serve several purposes, as follows: *

1. To provide educators with an opportunity to actively participate in their own evaluation
2. To increase student achievement
3. To improve educator effectiveness
4. To foster collaboration among colleagues
5. To align the work of individual educators with LEA and school goals

When determining critical content for the focus of the SLO, teachers and administrators should work to align their objectives with LEA-level priorities and school-level objectives.

The graphic below shows alignment among the LEA’s (district’s) goals, school improvement goals, and principal elective data/SLOs. *



*Adapted with permission from the Maryland State Department of Education

* Note: Regulation §19.2 Principal/School Leader Effectiveness Rating Tool of Title 22, Chapter 19 Educator Effectiveness Rating Tool

Provided below is a process that supervising administrators and principals/school leaders may find beneficial when completing the *Elective Data/SLO Template for Principals/School Leaders*:

Initial Conference – Summer (prior to the beginning of school)

- This initial conference should be held prior to the beginning of the school year once the principal/school leader(s) has completed a draft of the *Elective Data/SLO Template for Principals/School Leaders* for the upcoming school year.
- Criteria should be collaboratively agreed upon to determine the rating levels of the SLO - Distinguished, Proficient, Needs Improvement and Failing.
- If multiple administrators are working to draft an SLO, the supervising administrator should determine the logistics for the initial meeting.
- The principal/school leader(s) and the supervising administrator should discuss the draft SLO and the alignment of LEA and school goals. Refer to the *Elective Data/SLO Template for Principals/School Leaders – Guiding Questions* to help guide these discussions.
- During or shortly after the initial meeting, the supervising administrator will approve the SLO. If revisions are required, the SLO should be revised and resubmitted by the principal/school leader(s).
- The date of the initial conference and SLO approval date should be noted on the *Elective Data/SLO Template for Principals/School Leaders* and signed by the principal/school leader(s) and the supervising administrator.

Mid-Year Conference

- The principal/school leader(s) and supervising administrator will meet mid-way through the instructional interval to examine any formative data and discuss progress.
- Changes may be made to the SLO by agreement of all parties. This course correction allows for consideration of complexities such as unexpected gaps in student learning or other factors that interfere with the instructional cycle.
- The date of the mid-year conference and SLO approval date should be noted on the *Elective Data/SLO Template for Principals/School Leaders* and signed by the principal/school leader(s) and the supervising administrator.

End-of-Year Conference

- Once student data becomes available, the principal/school leader(s) and the supervising administrator will meet to discuss results.
- The principal/school leader(s) will present data/evidence related to the SLO and discuss outcomes, lessons learned and next steps.
- This meeting will result in a rating (0, 1, 2, or 3) as it pertains to the expectations of performance levels agreed to at the initial conference. The date of the end-of-year conference and SLO approval date should be noted on the *Elective Data/SLO Template for Principals/School Leaders* and signed by the principal/school leader(s) and the supervising administrator.
- The rating should be placed on the *Principal/School Leader Rating Form*.