



# Guidelines for Submission of Locally Developed Alternative Rating Tool

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*Principal/School Leader*

LEAs requesting approval of an alternative rating tool principal/school leader must submit prescribed descriptions and evidence, per the guidelines below. The submission must include a response to all the items in the checklist.

LEAs seeking to revise multiple measures and the Framework for Observation and Practice should complete the Guidelines for Submission of Locally Developed SPM application in lieu of this application.

Completed application, with attachments, should be submitted to [RA-PDE-Evaluation@pa.gov](mailto:RA-PDE-Evaluation@pa.gov).

## Section 1: Introduction

Description of the proposed modifications to Pennsylvania's principal/school leader observation and practice component

Description of the purpose, vision, and goals of the proposed alternative principal/school leader evaluation system. Describe the research base that supports the use of the proposed alternative principal/school leader observation and practice system.

Date alternative rating tool approved by LEA's governing board

List of stakeholders involved in the development of the alternative evaluation and role of each stakeholder

Timeline for implementation and the cycle to review results of principal/school leader ratings and to revise the alternative evaluation tool based on data

## Section 2: Observation & Practice Model

### Domains, Weighting, and Performance Calculation

Include the following information related to the proposed Observation & Practice design:

Observation and practice form to be utilized by the LEA to evaluate principal/school leader performance

Proposed domains of principal/school leader performance, including:

- rationale/research for the proposed domains
- description of each domain and domain components, with performance level descriptors for each component

- discussion prompts and evidence of practice for each component
- crosswalk aligning the proposed domains to PDE's domains and components; how each domain differs from the domains included on the tool published by the Department in 22 Pa. Code, Chapter 19

Frequency of observations of principal/school leader practice

Clear weighting for each domain, rationale for the weighting with maximum points possible for each domain, and the method for calculating the overall observation rating

Description of how LEA will establish the performance rating (e.g., 0, 1, 2, or 3) across the domains (e.g., Failing, Needs Improvement, Proficient, and Distinguished)

### **Section 3: Training/Professional Development**

Training for supervising administrators who will use the alternative form, to ensure inter-rater reliability

Training for principal/school leader of the process and requirements associated with the alternative rating tool

### **Section 4: Accuracy Certification Statement**

Certification via the chief school administrator's signature affirming that the information provided by the LEA accurately describes the alternative principal/school leader rating tool that was developed collaboratively and approved by the local governing board.

*I certify that the information provided accurately describes the alternative rating tool that was developed collaboratively and approved by the local governing board. I further certify that this request applies only to the observation and practice component and does not change any of the multiple student performance measures established by 24 P.S. §11-1123.*

*I understand that the LEA locally developed alternative evaluation system, if approved by PDE, is valid for the requested timeframe (five years or less) from the date of final approval of this request or when additional revisions are made.*

*I certify that annual evaluations will be completed for professional employees, and semi-annual evaluations will be completed for temporary professional employees.*