

Locally-Designed Leader Evaluation Systems Materials Submission Checklist

Submission Materials Due Date: June 1, 2019

This checklist does NOT need to be included in the materials submitted to the Wyoming Department of Education. It is provided as a support document for districts in their preparation of the materials to be submitted for approval.

- Completed Leader Evaluation Submission Form is completed and provided.
- Standards
 - Copy/Copies of the district's leader professional standards used in the evaluation system is included. One set must be provided and labeled for each leader evaluation system needing to be approved by the State Board of Education (SBE). It must be clear to whom each set of leader the standards apply.
 - Completed crosswalk(s) between the leader evaluation standards and the WY Education Leader Standards. One must be provided for each leader evaluation needing to be approved by the SBE.
- The purpose and goals of the evaluation system.
 - A description or documentation describing the purpose and goals of the leader evaluation has been provided.
- Evidence that the district's standards reflect best practice
 - A description or documentation describing how the district's standards reflect best practice has been provided.
- All of the evidence of system quality as demonstrated by adherence with the comprehensive system component requirements is provided.
 - Multiple Sources of Evidence** - A description or documentation showing how the leader evaluation system utilizes multiple sources of data is provided.
 - Evaluation Cycle** - A description or documentation of the evaluation cycle used in the leader evaluation system is provided.
 - Ratings System** - A description or documentation detailing the ratings system is provided.

- ❑ **Training and Guidance Documents** - The leader evaluation system shall include training on the use of the system, as well as guidance documents and training materials to support implementation and administration.
 - ❑ A description or documentation showing the procedures for district employees to be trained on the use of the evaluation system is provided.
 - ❑ A description or documentation showing how all training and guidance documents are made available to all members of the board of trustees and other employees is provided.
- ❑ **Quality Controls** - The leader evaluation system shall include quality controls to ensure that the system is implemented and administered with fidelity.
 - ❑ A description or documentation showing the procedures the district uses for the collection and appropriate uses of data within the leader evaluation system are provided.
 - ❑ Provide a description or documentation establishing a timeline and procedure for evaluating the districts implementation of the leader evaluation system which includes a review of training, guidance documents, and other tools.
- ❑ **Supports** - A description or documentation establishing a timeline and procedures for supporting professional learning, growth, and improvement in response to the performance of each leader is provided.