

## Locally-Designed Leader Evaluation Systems Evaluation Criteria Form

**Submission Form and Related Documentation is due to the Wyoming Department of Education by June 1, 2019.**

### Instructions:

1. Each section below must be completed. Incomplete information could result in a delay of the approval of your district's leader evaluation system(s).
2. If you are submitting multiple evaluation systems for approval, you must complete the information below for each evaluation system. You do not need to submit multiple Evaluation Criteria Forms, but you must clearly identify the information for each evaluation system submitted.
3. For the information requested below, districts have the option to provide a written description for each section or to provide documentation detailing the requested information. If your district chooses to provide documentation from your evaluation systems or district policies, please make sure to provide reference information such as document name and page number to make it easy to find the information.
4. Districts can either email the leader evaluation submission materials to Laurel Ballard at [laurel.ballard@wyo.gov](mailto:laurel.ballard@wyo.gov) or mail them to:

Wyoming Department of Education  
Att: Laurel Ballard  
122 W. 25th St.  
Suite E200  
Cheyenne, WY 82002

5. Webinars will be held on April 5 from 8-9 a.m. and April 15 from 3-4 p.m. to go over the submission requirements and materials, timelines, and answer district questions. Registration is required.
  - a. Please register [here](#) to attend the April 5 webinar.
  - b. Please register [here](#) to attend the April 15 webinar.
    - i. Information on how to join the webinar will be provided after registration. If you miss the webinar and would like to have a recording sent to you, please email Robin Grandpre at [robin.grandpre1@wyo.gov](mailto:robin.grandpre1@wyo.gov).

## General Information

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District Name:

Name of Individual(s) Submitting Evaluation System(s):

Name of Submitted Leader Evaluation(s):

District Leader Position(s) Being Evaluated Using These Evaluation System(s):

## Locally-Defined Professional Standards for Leaders

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The board's leader evaluation system professional standards and associated benchmarks, developed in accordance with section 3(b)(ii) of Chapter 29 Rules, which, upon approval shall be deemed performance standards identified or established by the State Board of Education (SBE) pursuant to W.S. 21-2-304(b)(xvi);

- ❑ Districts must provide a description of the extent to which those standards are the same as or similar to the standards that are part of the state-defined system. The Leader Evaluation System Approval: Locally-Designed Professional Standards Crosswalk Review document must be completed and submitted with this form for each leader evaluation system to be approved by the SBE.

## Purpose and Goals of the Leader Evaluation System

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Leader Evaluation System Purpose: In the space below or in the attached documentation, provide a description of the purpose of each leader evaluation system. *If you are providing documentation, please provide information on where that information can be found in the documentation.*

Leader Evaluation System Goals: In the space below or in the attached documentation, provide information on the goals of each submitted leader evaluation system. *If you are providing documentation, please provide information on where that information can be found in the documentation.*

## Professional Standards for Leaders Reflect Best Practice

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In the space below or in the attached documentation, provide a description of how the district's professional standards reflect best practice. *If you are providing documentation, please provide information on where this information can be found.*

## System Quality: Multiple Sources of Evidence

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In the space below or in your documentation, provide evidence on how the leader evaluation system utilizes multiple sources of data. *If you are providing documentation, please provide information on where this information can be found.*

## System Quality: Evaluation Cycle

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In the space below or in your documentation, provide evidence of the evaluation cycle used in the leader evaluation system. *If you are providing documentation, please provide information on where this information can be found.*

Chapter 29 Rules require evaluation cycle evidence to include the following:

- Each leader shall be evaluated at least annually; however, not every standard is required to be used for any leader's evaluation in a given year, except that standard 1 shall be used with every evaluation and all of the standards adopted by the board of trustees must be used for each leader's evaluations at least once during every five (5) year period;
- Each evaluation shall be carried out on a timeline established by the board of trustees, in consultation with the district superintendent, to ensure that evaluators and any person being evaluated have sufficient time to consider and complete all aspects of the evaluation cycle;
- The board of trustees shall evaluate any person employed as superintendent of schools in accordance with the district's evaluation policies and procedures;
- The district superintendent shall ensure that the evaluation of all other district leaders, principals, and other school leaders is carried out in accordance with the district's evaluation policies and procedures;
- Each evaluation shall be carried out in accordance with a process clearly defined by the district and which includes collaborative goal-setting, self-analysis, and information and data analysis to identify areas for professional growth; formative feedback; and a planning process during which appropriate growth opportunities and supports are identified; and;
- Each evaluation shall conclude with a written summary of annual evaluation findings and recommendations for improvement.

## System Quality: Ratings System

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In the space below or in your documentation, provide a description of the rating system. The rating system must be designed so that there is a performance level descriptor for each evaluation system professional standard that is the focus of the evaluation. *If you are providing documentation, please provide information on where this information can be found.*



## System Quality: Training and Guidance Documents

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In the space below or in your documentation, provide evidence of the procedures for district employees to be trained on the use of the evaluation system. *If you are providing documentation, please provide information on where this information can be found.*

In the space below or in your documentation, provide evidence of how all training and guidance documents are made available to all members of the of the boards of trustees and all employees. *If you are providing documentation, please provide information on where this information can be found.*

## System Quality: Quality Controls

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Quality controls are procedures that ensure that the system is implemented and administered with fidelity. In the space below or in your documentation, provide evidence of the procedures the district uses for the collection and appropriate uses of data within the leader evaluation system. *If you are providing documentation, please provide information on where this information can be found.*

In the space below or in your documentation, provide description of the timeline established and procedure for evaluating the district's implementation of the leader evaluation system, which includes a review of training, guidance documents, and other tools. *If you are providing documentation, please provide information on where this information can be found.*

## System Quality: Supports

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In the space below or in your documentation, provide a description establishing a timeline and procedures for supporting professional learning, growth, and improvement in response to the performance of each leader. *If you are providing documentation, please provide information on where this information can be found.*