

3 STEPS TO WRITING EFFECTIVE PERFORMANCE ASSESSMENTS



1

Write a clear **EVALUATIVE STATEMENT** about the principal's or assistant principal's performance on the Criterion or Element. A simple, declarative sentence will do. Use language from the Framework to ground your statement.

"Ms. Luvskids facilitates her staff members' implementation of effective instruction and assessment practices, supporting them in the use of effective, appropriate teaching and learning technologies." (Criterion 5.3)

2

Cite **EVIDENCE**, based on the data you and the principal/assistant principal have gathered, to support your evaluative statements. You may want to cite more than one example, particularly on those elements related to student growth or to the principal's/assistant principal's goals.

"When I sit in on PLCs and staff meetings, I observe Ms. Luvskids and her staff using and refining protocols designed for examination of both students' work and for the connection between student work and the teacher's instructional decisions." (Criterion 5.3)

3

Conclude with a statement that summarizes the **IMPACT** or **RESULT** of the principal's or assistant principal's performance. This statement is the answer to the question: So what?

"This attention to more in-depth consideration of student work has resulted in teachers more clearly understanding the impact of their instructional choices, to changed instructional practice, and to increased math achievement—an average of 17%--at every grade level." (Criterion 5.3)