

## Teaching and Learning: Educator Talent and Workforce Development

# Principal Survey

## A Guide for Educators Completing the Survey

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### Overview

The [Louisiana Principal Survey](#) is a key component of the Louisiana Educator Advancement and Development System (LEADS), designed to incorporate educator feedback regarding the principal of their school. This **anonymous survey** allows educators to provide input on their principal's leadership and effectiveness, ensuring honest and constructive responses. By including educator perspectives in the evaluation process, the survey helps promote accountability and continuous improvement in school leadership. Educators will complete the survey only for their principal, and their feedback will contribute to 15% of the principal's overall evaluation score.

### Process

Teachers should follow the steps below to complete the survey.

1. **Log into [LES](#):** Use your credentials to access the system.
2. **Navigate to the Survey Section:** Click the "**Survey**" tab located on the left-hand menu.
3. **Start the Survey:** Click the (+) sign to begin a new survey for your principal.
4. **Select Your Principal:** Use the drop-down list to **locate and select your principal**.
5. **Begin the Survey:** The survey will open, showing several tabs across the top for different domains.
6. **Provide Ratings:** Click on each tab at the top to **rate your principal** in each domain. You may **save your progress** as you go if needed.
7. **Navigate Through the Survey:** Use the "**Next**" button to move through each section/tab.
8. **Submit the Survey:** After completing all ratings, type the word "**submit**" into the provided box. Click "**Submit Survey.**"
9. **View Your Submission:** After submission, your **principal survey score** will be displayed.

Note: Users may choose to save the survey before submitting it in the event they would like to come back at a later time.

# FAQ

## **Do teachers complete the survey on the assistant principal?**

No, the survey is completed on the principal only.

## **Should assistant principals, librarians, and counselors submit a survey?**

Assistant principals, librarians, counselors, and other professional staff who work closely with the principal are encouraged to complete the survey to provide input on the principal's leadership and effectiveness.

## **How is the survey anonymous?**

Neither the principal nor anyone else with access to LES will be able to view ratings of surveys submitted. The results will be calculated on the back end, and the overall score will appear on the principal's profile 2-4 weeks following the close of the survey.

## **What if the survey is submitted on the wrong principal?**

Reach out to your school system LES contact for assistance.

## **Can more than one survey be submitted?**

Only one survey can be submitted. Please be sure to check that the correct principal is selected.

## **Can changes be made to the ratings on the survey?**

Changes can be made throughout the survey as long as "submit" has not been pressed. The survey may be saved and completed at a later time.

## **Can the survey be resubmitted?**

Once submitted, surveys cannot be changed. Review your selection and responses carefully before submission.

## **What if a teacher serves more than one school and works for more than one principal?**

The teacher should complete the survey on the principal with whom they spend the majority of their time. If the teacher is unsure, they should reach out to their system LES contact to make the decision.