

Guidance for Compass Evaluators of Single-Site School Leaders

Purpose

This document is intended to prepare you and your fellow board members to evaluate your school's leader using the Compass Information System.

Background

As outlined in Bulletin 130, all Louisiana schools are required to perform annual evaluations of educators and school leaders. Because your school is a single-site, the board or a committee of the board will be responsible for evaluating your school's principal and entering the results of that evaluation into the Compass Information System. The weighting for your final evaluation must be 50% student outcomes (based on student learning targets) and 50% professional practice (based on site visits).

Evaluating the Professional Practice of Your School Leader

To evaluate your leader, your board may use an already-existing rubric and process, or the [Compass Evaluation Rubric for Leaders](#). If your board wishes to use the Compass Evaluation Rubric, you must first review [this PowerPoint](#). If your board wishes to use a rubric that is different from one that has been approved in the past, please email a copy of your rubric to Compass@LA.gov.

Best practices for evaluating your leader's Professional Practice component employed by single-site schools in the past include:

- Online or paper surveys of parents and/or teachers
- Teacher and/or administration interviews aligned to the components of the rubric used
- Student interviews
- Having leaders self-assess based on the Rubric, then providing feedback on the self-assessment
- Comprehensive review of student data

Evaluating and Entering Your Leader's Student Learning Targets (SLTs)

To enter your school leader's progress in reaching their SLTs into Compass, one board member should register on the [Compass Information System](#) and be assigned as the school leader's evaluator by your LEA's Compass Administrator. After the evaluator has been assigned to your school leader, data entry can begin.

Next Steps to Complete Leader Evaluation by 7/31:

1. Work with your board to determine who will evaluate your school leader
- 2a. Determine a rubric your board will use to evaluate your leader and the actions you will take based on that rubric
- 2b. If your board is using the Compass Evaluation Rubric for Leaders, ensure that at least one board member has reviewed the Compass Evaluator Training PPT. If your board is not using Compass Evaluation Rubric for Leaders, send a copy of the rubric you intend to use to Compass@LA.gov.
3. Schedule the actions your board will take to evaluate your leader and set up CIS access for one board member
4. Enter your board's evaluation into the [Compass Information System](#) (hold down CTRL and click on the link to open)

If you have any questions, please contact Compass@LA.gov or your Manager of School Performance. To view a helpful roadmap and list of resources, please see the next page.

Resources	Description
CIS page of LouisianaBelieves.com	General information, helpful hints, and guides for users
CIS Library	Scroll down to the bottom of this page for documents on how to get started, setting SLTs, conducting site visits, and more
Compass Evaluation Rubric Training PPT	Contains an overview of evaluation requirements and examples of charter leader evaluation models. <i>This PPT must be reviewed if your board is using the Louisiana Leader Performance Evaluation Rubric.</i>
Louisiana Leader Performance Evaluation Rubric	The Compass-aligned rubric that is available for use by your board
Compass@LA.gov	Email address for any questions about Compass

School Leader Evaluation Roadmap

Step 1: Identify which board members will complete the evaluation

- The evaluation process required by Bulletin 130 should be completed by a committee or individual appointed by the board.

Step 2: Select a Professional Practice Rubric

- If your board chooses to evaluate your school leader on a different Rubric than the one provided by the state that has not been approved in previous years, you must get your Rubric approved by emailing Compass@LA.gov.

Step 3: Identify how your committee will complete the evaluation

- Best practices for evaluation include surveys, teacher and administrative interviews, student interviews, having leaders assess themselves, and/or performing a comprehensive review of student data

Step 4: Complete the evaluation

- Detailed evaluations can take time. It is recommended that your committee create a schedule/calendar for the evaluation process.

Step 5: Enter the Evaluation into the Compass Information System by 7/31

- A selected member of the evaluation committee should log in to the Compass Information System (CIS) and enter details fo the formal evaluation by 7/31.