



Dr. Jennifer Green  
Superintendent

24661 Lahser Road

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## Southfield Public Schools School ADvance Administrator Evaluation Framework 2022-2026 School Year

A robust evaluation process for all Southfield Public School staff is vital to the success of the students served on a daily basis. Evaluation creates standardization across the district. Observation and data analysis give staff opportunities for reflection with leaders and mentors on best practices, growth areas, strengths and feedback that can be shared to help other staff in their growth. The evaluation process is meant to be a **growth and support** tool around a practitioner's journey towards best practice for the staff and students within their service and responsibility. SPS strives to maintain a rigorous, transparent, and fair evaluation system using the School ADvance Administrator Evaluation Framework.

### Evaluation Cycle Dates:

Set Performance Priorities: **September 26 - October 21, 2022**

First Semester Observations/Feedback/Meetings: **October 24, 2022 - January 13, 2023**

Mid-Year Checkpoint: **January 23 - February 17, 2023**

Second Semester Observations/Feedback/Meetings: **February 27 - May 19, 2023**

Summative Evaluation Meetings: **May 22 - June 9, 2023**

### Evaluation Cycle:

#### **1. Set Performance Priorities - Complete Self-Assessment (Formative Rubric) Develop Professional Growth Plan (Admin Growth Plan Rubric)**

- The administrator will meet with his/her direct supervisor to discuss the self-assessment and growth goals. See below.
- **Evaluation Characteristics** (Year 1, Year 2, or Year 3) - Administrator will use the appropriate rubric based on the year of implementation. If you are new to the district, you will use the Year 1 rubric located in the Standard for Success (SFS) platform. Each year, additional characteristics from each domain are added to the evaluation. In Year 3 and beyond, ALL characteristics are evaluated for each administrator. The self-assessment should be aligned to the same characteristics on the evaluation rubric.

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- Professional Growth Goals - The administrator will meet with his/her direct supervisor at the beginning of the school year to discuss professional growth goals, **unpack characteristics and determine evidence** throughout the year to demonstrate growth.
  
- 2. Stay Focused, Keep Talking, Work Together - Collect, Organize , Review, Interpret Evidence**
- Throughout the year, there will be frequent opportunities to meet with your direct supervisor to meet and discuss goals, align vision and expectations of high quality instruction, engage in observations/feedback of staff, identify and address barriers to growth, and ensure that best practices are shared, training is provided, and expectations for growth and support are clearly communicated and monitored. b. An administrator does not have to wait until the end of the year to submit evidence related to goals. Administrators should document all evidence throughout the year and when available, share, **review and interpret evidence** with their direct supervisor to consider later in the final evaluation process.
  
- The mid-year checkpoint is an opportunity for administrators to review goals, determine progress, highlight current successes/barriers, and make any mid-course adjustments as necessary.
  
- 3. Complete Student Growth Rating**
- Based on the assessment identified and results, this information will be calculated into the final rating for the administrator.
  
- 4. Complete Summative Performance Profile / Final Evaluation Meeting and Submission of Evaluation Rating**
- Data Portion of evaluation: Building & District Administrators
  - i. 60% Rubric Rating
  - ii. 40% Breakdown
    - 1. 20% Overall Aggregate Building or District Student Growth Score
    - 2. 20% Professional Growth Goal 1 (10%), Goal 2 (10%)
  
- Administrator will meet with his/her direct supervisor to complete the Summative Performance profile after considering all evidence and overall building assessment results. The administrator will go through each domain and characteristic and provide feedback related to performance and the aligned rating.

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- After providing feedback in all areas above, the administrator will input all scores into the SFS platform which will provide the final evaluation rating instantly (I / MI / E / HE). d. During this process all discussion and feedback should be documented in the notes section on the final evaluation rating page in SFS and a copy of the rating and feedback sent to the administrator within three (3) working days of the final meeting. Board of Education

*NOTE: Each year, this evaluation will only be adjusted to reflect the new cycle dates and/or changes in MDE requirements for administrator evaluation.*

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