



DuPage Regional Office of Education

Timeline for Principal/Assistant Principal Evaluations

In Order to Comply with Performance Evaluation Reform Act PA 96-0861



Date	Action	Focus
No Later Than Start of the School Year	Written Notice of Evaluation to Each Principal/Assistant Principal	Must include: <ul style="list-style-type: none"> • Student Growth Rubric • Professional Growth Rubric • Summary of Manner of Which Student and Professional Growth Measures Will be Used in Ratings • Four Rating Levels
No Later Than October 1 st	Discussion of Student Assessment Metrics, Targets, and Goals	<ul style="list-style-type: none"> • Determine Assessments to be Used • Metrics of Assessments • Targets • Professional Goals Based on Prior Year Evaluation
October 1 st – February 28 th	Formal and Informal Evaluations	<ul style="list-style-type: none"> • Minimum of Two Formal Observations • As Many Informal Observations as Deemed Necessary by the Evaluator
Prior to February 1 st	Completion of Principal/Assistant Principal Self-Assessments	<ul style="list-style-type: none"> • Practice Rubric Worksheet
Prior to March 1 st	Each Principal/Assistant Principal Summative Evaluation Must be Completed	<ul style="list-style-type: none"> • Review of the Principal/Assistant Principal Self-Assessments and Input Provided • Review of Professional Standards Assessment, Standard Rating, and Overall Professional Standards Rating • Review of Student Growth Data, Goal Achievement, and Professional Growth Data • Review of Summative Rating and Process for Determining Rating • Discussion of Other Necessary and Pertinent Information