

### **End of Year Performance Discussion**

# User Information Title:

Name: Julia Ramirez (RAMIRJUL000)

Building: BALL HIGH SCHOOL

Grade: None

Assigned Administrator: Torres, Audrey

Submitted By: Torres, Audrey
Acknowledged By: N/A
Finalized By: Torres, Audrey

Department: None

Evaluation Type: Asst. Principal

Evaluation Cycle: 09/01/2020 - 06/01/2021

Date Submitted: 02/22/2021 8:37 pm CST Date Acknowledged: Unacknowledged

Date Finalized: 02/22/2021 8:39 pm CST

The Principal Summary Rating Form is to be completed by the appraiser following the End-of Year Conference where the principal is allowed the opportunity to share artifacts and evidence pertaining to his/her professional goal and performance throughout the year. The discussion of professional performance is collaborative between the principal and the appraiser. A final rating should be given for each indicator. Local policy will determine if a final overall rating should be given for each domain. The appraiser should use all data collected throughout the evaluation cycle, any completed rubrics, and submitted artifacts and evidence in this final performance evaluation. The appraiser should add comments, recommended actions for improvement, and resources needed to complete these actions to guide the principal toward continued growth.

### **Domain 1: Strong School Leadership and Planning**

Principal Domain 1: Strong School Leadership and Planning							
Indicator	Distinguished	Accomplished	Proficient	Developing	Needs Improvement		
Indicator 1.1: Ethics and Standards – Adheres to and applies the Code of Ethics and Standard Practices for Texas Educators	Actively leads, shares, and models related policy, ethics, and standards of practice to build capacity with other district and campus leaders	Collaborates with leadership teams to consistently develop and monitor strategies which fully address ethical behaviors, high expectations, and quality practices that are professional and student-centered	Develops and implements process to regularly address ethical behaviors, high expectations, and quality practices that are professional and student- centered	Understands and adheres to the Code of Ethics and Standard Practices for Texas Educators	Comment Required		
Indicator 1.2: Schedules for Core Leadership Tasks – Focuses calendars and time to address leadership and instructional priorities	Strategically adheres to core leadership tasks  Has detailed calendaring systems  Coaches and leads others on managing and prioritizing their time and tasks  Ensures efficient and effective operations are upheld with instruction as the priority	Strategically defines priorities to lead, delegate, calendar, and communicate core leadership tasks  Develops detailed calendars for self with clear priorities for instruction and communicates the expectation for others  Makes adjustments to respond to changes in instructional needs and priorities  Collaborates with staff to monitor calendars that consistently maximize learning time and operations that enable student learning	Leads with clear, written, and transparent roles and responsibilities  Develops a school calendar with key instructional leadership tasks  Defines and calendars personal core leadership tasks with clear priorities for instruction  Ensures that schedules for staff are developed and accessible to maximize learning time and operations that enable student learning	Carries out general leadership roles and responsibilities, and develops broad school and personal calendars that are sometimes focused on instruction and maximize learning time	Comment Required		
Indicator 1.3: Strategic Planning – Leads focused planning processes with strategic monitoring of outcomes	Leverages strategic planning as a high-level leadership process to sustain a high performing culture of innovation, improvement, and accountability that is data- and results-driven  Maintains clear continuous improvement and decision -making processes that are linked to the plan	Leverages all staff and multiple stakeholders to strategically develop a data-driven improvement plan that is comprehensive, rigorous, and instructionally focused  Uses multiple quantitative and qualitative data sources  Establishes aggressive student outcomes and clear staff accountability with ongoing systems to check for fidelity of targets and actions  Consistently uses the plan	Collaboratively develops a data-driven improvement plan that addresses targeted priorities, intended outcomes, high leverage strategies, clear timelines, milestones, metrics, and task owners  Includes multiple sources of data  Ensures the plan is rigorous and instructionally focused Uses the plan to guide decision-making and adjusts, accordingly	Develops an improvement plan based on limited data and provides staff with the plan  Sometimes conducts formative reviews of the strategies	Comment Required		

to guide decision-making

		and adjusts, accordingly			
Indicator 1.4: Change Facilitation – Productively manages change processes	Confidently challenges the status quo and serves as a driving force in initiating and managing changes  Proactively anticipates and manages change initiatives  Actively leads change initiatives with clear solutions, resiliency, and productivity  Builds capacity in others to effectively lead change	Empowers leadership teams to consistently create, implement, and monitor new and necessary improvement initiatives linked to best practices  Uses productivity and achievement data to consistently communicate the need for change to staff  Breaks change into clear and concise actions that create the opportunity for stackable success  Relentlessly focuses on identifying solutions when presented with challenges, and shifts challenges to opportunities	Interacts with a solutions- oriented mindset and empowers staff to take ownership of improvement initiatives Initiates and facilitates necessary change using a student outcome lens  Clearly articulates and involves others in the change processes	Articulates the need for solutions and accepts some responsibility for change and continuous improvement  Sometimes acts on needed change with limited solutions	Comment Required
Indicator 1.5: Coaching, Growth, Feedback, and Professional Development - Models personal commitment to developing self and others	Serves as a role model for continuous improvement with other district and campus leaders  Consistently coaches other leaders beyond the campus  Embraces a lead learner role through participation in varied learning opportunities and impactful follow through to develop self and others	Proactively seeks coaching and feedback from supervisors, peers, and staff, and models these interactions as standard practices  Strategically plans for participation in learning opportunities  Consistently creates clear performance outcomes for professional development with follow-through that positively impact personal growth and student outcomes	Regularly seeks coaching and feedback from supervisors and peers Regularly incorporates refinements to adapt and improve practices Maintains a growth mindset for self and others Aligns growth to the needs of the school and student outcomes	Sometimes seeks coaching and feedback from supervisors Understand the importance of growth for self and others Engages in limited professional development	Comment Required
		Rubric Sco	ore: 20/20		
Domain 1 Overall Rating					<u> </u>
Domain	DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED

Domain	DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED	
Domain 1 Rating						
Rubric Score: 4/4						

#### **Evidence of Documentation:**

- Leadership teams
- Leadership teams
  Campus master schedule
  Education plans for identified sub-populations
  Use of research-based school classroom practices
  Formative and summative assessments
  Stakeholder surveys

## **Comments:**

In a principal role, appraised as an Asst. Principal

**Areas if Growth and Resources Needed:** 

## **Domain 2: Effective, Well-Supported Teachers**

Principal Domain 2: Effective, Well-Supported Teachers							
Indicator	Distinguished	Accomplished	Proficient	Developing	Needs Improvement		
Indicator 2.1: Human Capital - Recruits, selects, assigns, and inducts highly effective educators	Leads and models high standards for all positions and responsibilities with clear and established human capital management systems  Strategically places and shifts positions to best meet the needs of the school, teams, and students	Collaborates with leadership teams to strategically and consistently recruit, select, assign, and induct high quality candidates that are a match for specific position expectations and student needs  Analyzes existing assignments and team dynamics when assigning teachers/staff to ensure cultural fit	Follows district-approved hiring processes and protocols to recruit, select, assign, and induct candidates  Ensures that placements of high-quality staff are strategic based on student needs and teacher/staff strengths	Uses basic criteria and teachers' qualifications to recruit, select, and assign candidates Sometimes involves others in hiring decisions	Comment Required		

Indicator 2.2: Talent Management - Supports and retains highly effective educators	Capitalizes on tangible and intangible assets of staff to support and/or validate a system of highly effective practices which result in staff retention  Establishes career pathways for teacher/staff advancement to ensure a pipeline of potential campus leaders with instructional insight	Establishes a clear culture of systemic support strategies that are consistently used to provide timely, targeted, and personalized support  Uses administrator and teacher leader/peer feedback and leadership opportunities to consistently support retention of effective teachers	Routinely implements targeted and personalized strategies, including the use of high performing teachers, to support, grow, and retain teachers  Gathers input from teachers to develop strategies for the retention of effective teachers	Uses a mentoring support system as the primary means of supporting and retaining staff	Comment Required
Indicator 2.3: Observations, Feedback, and Coaching - Conducts rigorous, calibrated, and supported observations	Leverages observations and feedback to build capacity with others as an established professional growth model  Maintains and models coaching and actionable feedback as primary means of interacting with staff  Establishes a robust system of professional development that is personalized, data-driven based on student learning and observation and feedback data, and includes follow up to ensure implementation of practices covered in professional development	Systematically uses normed tools and processes with instructional leadership teams to analyze calibrated teacher observation data  Establishes and makes available to staff clearly defined and reflective classroom routines and instructional strategies as exemplars for performance  Conducts targeted observations based on analysis of formative student assessment data and follows up observations with coaching that leads to rapid improvement in teacher practice and student learning	Uses normed tools and processes to conduct frequent formal and informal observations, capture data trends, and track progress over time  Reviews observation data and student achievement to ensure alignment between the two  Provides timely, clear, and actionable feedback and coaching to all teachers  Feedback and coaching includes clear models/exemplars, concise actions steps for improvement, and opportunities to practice with embedded coaching	Observes teachers primarily during scheduled observations and occasional walkthroughs Feedback is sometimes provided Provides coaching primarily to new teachers and those in need of support	Comment Required
Indicator 2.4: Professional Development - Personalizes and aligns professional development	Models a school-wide culture of learning and growth Leverages expertise to systematically develop and coach high fidelity practices  Establishes a comprehensive professional development system that is frequent, reflective, and recursive  Seamlessly integrates professional development and goal setting as cycles of improvement and refinement	Leverages leadership teams to consistently analyze performance, goal setting data, and growth plans  Customizes research-based professional development and assesses implementation and impact on staff and student learning and achievement	Regularly uses observation and other relevant data to deliver targeted professional development that is research-based and addresses staff and student learning and achievement needs  Develops calendars for professional development that are modified based on data and teacher/student needs	Provides some professional development opportunities that are teacher-driven and/or delivered for all staff	Comment Required
		Rubric Sco	ore: 16/16		
Domain 2 Overall Rating	DICTINGUES	ACCOMPLECIED	DDOCTOTENT	DEVEL COTALC	
Domain	DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED
Domain 2 Rating					

### **Evidence of Documentation:**

- Site professional development plan Stakeholder surveysTeacher professional growth plans
- Comments:

### In a principal role, appraised as an Asst. Principal

**Areas of Growth and Resources Needed:** 

Domain 3: Postive School Culture						
Principal Domain 3: Positive School Culture						
Indicator	Distinguished	Accomplished	Proficient	Developing	Needs Improvement	
Indicator 3.1: Safe Environment and High Expectations – Aligns	Serves as a catalyst and role model for other district and campus	Leads leadership teams and stakeholders in establishing a unified	Involves stakeholder groups in creating and continuously refining the	Develops and implements a shared vision and aligned goals	Comment Required	

Rubric Score: 4/4

the vision, mission, and goals to a safe environment and high expectations	leaders in establishing clear purpose and direction  Strategically connects and threads all school aspects to the visioning process  Models and assumes high expectations from self and others	purpose and shared vision  Creates and models experiences that positively promote high expectations and a relentless pursuit of success for all students  Connects all initiatives and decisions to the vision  Systematically assesses and measures the climate, challenges low expectations, and refines the vision as appropriate	school's mission, vision, goals, and values  Uses this information to regularly guide decisions  Ensures the vision and practices focus on a safe and orderly environment  Maintains, and assumes from others, high expectations and shared ownership for student success	Periodically uses the vision to guide school initiatives and decisions High expectations are sometimes evident	
Indicator 3.2: Behavioral Expectations and Management Systems – Establishes clear expectations and systems for behaviors, including social and emotional supports	Models a comprehensive school-wide approach for behavior expectations and management systems that reinforce behaviors, applies clear consequence, and utilizes a multi-tier system of support for all students  Data is reflective of minimal behavioral issues and high performance  Systematically tracks and analyzes data with leadership teams to proactively identify and respond to behavioral concerns	Systematically and explicitly teaches, practices, and reinforces behavioral expectations that promote the school's mission, vision, values, and goals  Embraces equity, diversity, and implications for behaviors  Communicates, applies, and faithfully upholds school-wide routines and procedures that support the code of conduct and reflect the school's mission, vision, values, and goals  Fairly implements a system of rewards and consequences  Consistently tracks and analyzes data to address patterns of issues	Proactively teaches, practices, and reinforces behavioral expectations with all staff and students that are aligned with the school's mission, vision, values, and goals  Implements and executes the code of conduct as routine practice  Supports teachers in implementing rewards and consequences at the classroom and school levels  Regularly tracks and analyzes data	Enforces the code of conduct with established consequences  Periodically reviews data, particularly for students with patterns of behavior	Comment Required
Indicator 3.3: Proactive and Responsive Student Support Services – Leads strategies to proactively provide and coordinate student support services	Leverages high-level, comprehensive internal and external services for students and their families  Uses school-wide routines and procedures to proactively identify and respond to students' needs Incorporates wraparound services for high-need students through established case management processes	Establishes and implements multi-tiered systems of support to identify individual students' support needs  Ensures that student's and staff connect what's taught through mental health and wellness, and social and emotional learning strategies and methodologies are transparently connected to recent and relevant cognitive science  Coordinates internal and external support services for students and families to proactively respond to students' needs and maximize their learning potential	Ensures that mental health and wellness, and/or social and emotional learning strategies and methodologies are proactively taught  Provides structures to monitor individual progress, behavior, and emotional well-being Links internal and external support services to immediately respond to students' needs	Utilizes basic school support services to meet some students' needs, including counseling, mentoring, and some external service referrals	Comment Required
Indicator 3.4: Involving Families and Community – Productively involves and coordinates family and community involvement	Confidently serves as a driving force in creating a culture that welcomes all families and community members as partners  Develops authentic relationships with family and community partners to garner resources in support of the school's agenda and outcomes  Incorporates varied strategies to gather feedback from family and community partners  Leverages the influence and synergy of the school and community stakeholders to work together in support of high levels of student achievement	Empowers teachers and staff to establish a welcoming culture that consistently engage and connect with all families  Establishes systems for staff to explicitly shares critical aspects of student learning, and consistently provides positive, constructive, and personalized feedback to families about their child's performance  Purposefully uses multiple communication platforms to send consistent messages about involvement and the family/community roles in decision making, supporting the school and student outcomes	Provides varied opportunities for all families to engage in critical aspects of student learning  Ensures that staff regularly provides positive, constructive, and personalized feedback to families about their child's performance  Establishes multiple family communication strategies and platforms that are integrated with teachers' roles and responsibilities  Analyzes data about involvement and adopts plans to increase authentic engagement and shared responsibility for student outcomes	Articulates the need for family and community involvement, and accepts some responsibility for engaging stakeholders  Communicates essential information with families and the community	Comment Required

Uses productivity and
achievement data to
increase authentic
engagement and share
responsibility for student
outcomes

Rubric Score: 16/16

Domain 3 Overall Rating							
Domain	DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED		
Domain 3 Rating							
Rubric Score: 4/4							

#### **Evidence of Documentation:**

- Stakeholder surveys

- Visioning documentsCampus leadership teamsStaff professional development plan

#### Comments:

In a principal role, appraised as an Asst. Principal

Areas of Growth and Resources Needed:

Principal Domain 4: High-Quality Curriculum

## **Domain 4: High-Quality Curriculum**

Indicator	Distinguished	Accomplished	Proficient	Developing	Needs Improvement				
Indicator 4.1: Standards-based Curricula and Assessments - Ensures fidelity of implementation with state and district curricula and assessments	Leads student achievement through established, rigorous, and standards-based curricula and assessments  Consistently builds capacity with teachers to know and understand essential/powerful learning standards, criteria for success with students, pacing expectations, and overall alignment of high- quality curricula and assessments	Develops, maintains, and monitors a systematic approach for all teachers to review and internalize relevant curriculum and assessments  Utilizes leadership teams to ensure teachers have access to and effectively use the curriculum in planning units and daily lessons  Supports teachers in the development or internalization of formative assessments that can be used to identify students conceptual or procedural understanding of the content and from which targeted reteach plans can be developed  Establishes calendars with clear checkpoints, embedded corrective instruction, and spiraling for all students	Ensures teachers have access to a standards-aligned, guaranteed, and viable curriculum and scope and sequence  Ensures assessments are aligned to the standards, at the expected level of rigor, and allow for students to demonstrate conceptual and procedural understanding of the content  Corrective instruction and spiraling are built into teaching and learning  Establishes systems to support teachers in managing curriculum and assessment documents	Provides teachers with district-approved curricula and assessments  Supports teachers in using and implementing expected curriculum and assessments	Comment Required				
Indicator 4.2: Instructional Resources and Professional Development - Facilitates access to instructional resources and professional development	Coordinates a seamless integration of high-fidelity curricula, instruction, assessments, resources, and professional development components that work in tandem to yield high quality teaching and learning processes  Designs and operates the curriculum resource system with clarity, coherence, and precision	Strategically aligns instructional materials and resources with expected rigor, key ideas, essential questions, and contentrich texts through ongoing teacher discourse, collaboration, and coaching  Consistently connects materials and resources to instructional needs of all students and student groups  Provides ongoing, content-focused, and jobembedded professional development to hone teachers' knowledge, skills, and responsibilities	Ensures instructional materials and resources are intentionally designed with expected rigor, key ideas, essential questions, and content-rich texts  Connects materials and resources to needs of specific teachers, students and student groups  Provides high-fidelity, content-focused professional development that is linked to the curricula and assessments and teacher's individual needs	Provides teachers with relevant instructional materials and resources necessary to implement curricula and assessments  Provides some professional development for all teachers to assist with the use of resources	Comment Required				
		Rubric So	core: 8/8						

Domain 4 Overall Rating								
Domain	DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED			
Domain 4 Rating								
Joinam F Racing								
		Dubrio Co	50×01 4 / 4					
		Rubric So	core: 4/4					
Evidence of Documentation	n:							
<ul> <li>Stakeholder surveys</li> <li>Stakeholder engagement activities</li> <li>Student discipline data</li> <li>Community partnerships</li> </ul>								
Comments:								
n a principal role, appraised as an Asst. Principal								
Areas of Growth and Resou	urcas Naadadu							
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		Domain 5: Effect	tive Instructional					
Principal Domain 5: Effect	tive Instruction				•			
Indicator	Distinguished	Accomplished	Proficient	Daveloning	Needs Improvement			
Indicator  Indicator 5.1: High-	Systematically adheres to	Accomplished Incorporates written	Uses written protocols and	Uses some written	Comment Required			
Performing Instructional Leadership Team - Creates a high- performing, skilled leadership team	and models high levels of implementation of written protocols and processes  Establishes clear instructional team roles and responsibilities with accountability measures  Builds capacity with other campus leaders to lead highly productive meetings and tasks with clear outcomes for staff and student performance	protocols and processes that are consistently used to lead and manage various leadership teams and other instructional functions  Builds capacity with others to lead and manage instructional initiatives  Uses targeted observation and feedback of the instructional leadership team to develop a defined set of skills  Monitors the effectiveness of team outcomes for staff and student performance	processes to regularly lead and manage leadership teams Implements these protocols and processes as standard operating procedures  Identifies needs and regularly supports the development of leadership team members	protocols and processes for broader instructional leadership tasks Involves leadership teams in some instructional leadership responsibilities	comment required			
Indicator 5.2: Objective -Driven Plans – Supports the development of objective-driven daily lesson plans	Empowers, challenges, and supports staff in leading and managing planning with respective teams  Uses a system of checks and balances that are tied to student achievement results within teams and accountability for quality plans	Develops, maintains, and monitors a systematic approach for all teacher to collaboratively internalize, modify, or create and submit daily lesson plans with clear learning objectives and other essential components  Utilizes leadership teams to assess the fidelity and impact of plans on learning and achievement for all students  Consistently provides feedback on and monitors the revisions to plans based on evidence of student mastery	Ensures the unpacking of standards and the analysis of curricular resources, including assessments  Communicates and monitors the expectation for all teachers to submit daily lesson plans with clear learning objectives and other essential components, including formative assessments with exemplar responses and success criteria for student mastery  Regularly monitors the quality of plans and provides feedback	Communicates an expectation for teachers to internalize, modify, or develop daily lesson plans and submit them Monitors teachers' submissions	Comment Required			
Indicator 5.3: Effective Classroom Routines and Instructional Strategies – Develops effective routines, instructional strategies, and experiences for all students	Strategically develops model classrooms to showcase effective instructional practices;  Leads change efforts through structured practices, observations, and debriefs as teachers develop mastery of effective instructional strategies and practices across classrooms	Actively utilizes leadership teams and high- performing teachers to model high-leverage classroom routines and instructional strategies  Provides real-time feedback to teachers as strategies are practices and implemented  Consistently observes and coaches teachers to facilitate mastery of research-based, high-leverage instructional practices	Facilitates and supports the implementation of high -leverage instructional strategies, classroom procedures, and routines that are modeled and practiced with fidelity in all classrooms  Conducts regular walkthroughs and observations that include feedback using a research -based instructional rubric	Incorporates instructional routines and strategies that are teacher-driven  Monitors the effectiveness of practices when teacher and/or student needs arise	Comment Required			
Indicator 5.4: Data- Driven Instruction – Monitors multiple	Empowers, challenges, and supports staff with comprehensive data	Leverages all staff to consistently disaggregate multiple sources of student	Supports teachers in analyzing multiple sources of data to regularly track	Communicates an expectation for teachers to analyze multiple forms of	Comment Required			

expectation for teachers to analyze multiple forms of

forms of data to guide instructional decisions and maximize performance	management and analyses systems  Teams make data-driven decisions as a routine practice and individually track their own data  Students take ownership of and act on their data  Data extends beyond varied academic sources	-level data which inform and prioritize student-specific instructional needs  Ensures teachers, students, and strategies are matched to maximize growth  Implements schedules to facilitate frequent and recurring data meetings with teachers  Ensures data meetings include an analysis of student work to determine procedural and conceptual errors preventing student mastery and the crafting of reteach plans targeted to the point of error(s) shown in student work	and monitor the progress of all students and student groups  Ensures teachers use data to assess instructional effectiveness, prioritize needs, and determine root causes for mastery and non-mastery Focuses teachers on regular analysis of student work	academic data  Sometimes reviews other sources of data beyond academics	
Indicator 5.5: Response to Intervention – Leverages resources to respond in a timely manner to all students' needs	Prioritizes schedules and targets resources to strategically address the instructional needs of students, address growth, and close achievement gaps  Systematically involves teams of teachers in tracking learning, growth and achievement for students who need interventions  Closing gaps are evident and student achievement increases	Leverages leadership teams to systematically lead and monitor diagnostics and interventions  Ensures student diagnostics and data are used to consistently provide timely, targeted, and data-driven interventions from highly effective teachers and address learning needs  Ensures flexibility in schedules, student groups, and resources to respond to students with varied learning needs  Creates and maintains systems at varied levels within the campus to set goals and consistently monitor and track students and their growth with interventions	Ensures student diagnostics and data are used to drive timely, targeted, and data-driven interventions from highly effective teachers and address learning needs  Monitors interventions with a focus on grouping configurations, differentiation, instructional effectiveness, and coordination between teachers  Implements data monitoring and tracking systems for each teacher and student  Uses regular and extended day schedules to regularly provide interventions	Uses limited data to identify students' learning needs  Relies on teachers to provide necessary interventions  Focuses primarily on students with the greatest learning needs	Comment Required
		Rubric Sco	ore: 20/20		

Domain 5 Overall Rating					
Domain	DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED
Domain 5 Rating					
Pubric Score 4/4					

#### **Evidence of Documentation:**

- Master school schedule with instructional times
- Staff professional development plan
- School Financial information
- Visioning documents

#### Comments:

In a principal role, appraised as an Asst. Principal

#### **Areas of Growth and Resources Needed:**

#### **Principal Comments Attached:**

If comments are attached, include Appraiser Signature.

#### Artifacts Upload User Upload Date File Name

#### **Principal Signature:**

**Appraiser Signature:** Audrey Torres

The principal signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the principal has reviewed the report with the appraiser and may reply in writing. The signature of the appraiser verifies that the report has been reviewed and that the proper process has been followed according to the

