**Implementation Plan – Quick Checklist:**

* **Train all administrators**
* **Align the rubrics to the positions**
* **Align the rubrics to priority goals and initiatives (strategies)**
* **Unpack the rubrics and develop “look-fors” (i.e. generate and share ideas for evidence)**
* **Complete base-line self-assessments**
* **Develop initial growth plans**
* **Establish process for documenting evidence**
* **Develop evaluation cycle and timelines**
* **Work out your summative performance rating process**
* **Work out your “phase-in” plan (2-3 years)**
* **Join the School ADvance Implementation and Growth PLUS Network**
* **Finalize the Licensing Agreement if using a Management Tool**

**Aligning School ADvance with your Teacher Evaluation Process**

* **Clarify the purposes and intended outcomes for your performance assessment and feedback system**
* **Coordinate your teacher and administrative evaluation processes**
* **Communicate with stakeholders about your commitment to developing performance rather than just rating it**
* **Help everyone adopt a GROWTH MINDSET**

1. **Complete the licensing, management system, assurances, implementation fidelity, and implementation support items – If you have any questions, contact** [**shrivers@gomasa.org**](mailto:shrivers@gomasa.org)
2. Make sure the district has completed the licensing agreement to use School ADvance.
3. If using a management system, contact provider, get the license addendum signed by the provider, and have the provider get the district set-up to work with School ADvance on the evaluation software platform.

1. Download, complete, and place the School ADvance Implementation Fidelity document on the district web site.
2. Put a link to the School ADvance Assurances, Frameworks and Rubrics on the district web site. Use hyperlinks – do not down load to your web site. Links will insure that your web site always links to the most current and authorized versions.
3. Respond to the October 2017 invitation to subscribe to the School ADvance Implementation and Growth PLUS support network.
4. **For specialized administrative or supervisory positions, determine which rubrics you will use and/or which parts of the rubrics you will use. For example, you may need to determine which characteristics you use to evaluate:**
5. Assistant principals
6. Athletic directors
7. Administrators with both building and district responsibilities
8. Administrators who supervise non-instructional areas
9. District administrators who have a limited scope of responsibility
10. ISD, ESA, ESD administrators who oversee instructional programs

**Note: Do not modify wording of any School ADvance documents, as that is a violation of copyright and a threat to validity.**

1. **Plan your district timelines for following the School ADvance Evaluation Cycle. Focus on first year timelines and process for:**
2. All administrators completing the self-assessment on the full formative rubrics. Remember administrators should update their self-assessment, at least, once each year.
3. Confirming which evaluation characteristics to use for the summative evaluation in first year.
4. Completing and approving personal growth plans.
5. Unpacking the remaining evaluation characteristics and determining what expected evidence.
6. Working as a team to support each other in learning the rubrics and maintaining ongoing performance dialogue.
7. Documenting and storing performance evidence:
   1. Collection and use of staff, student, and parent feedback
   2. Supervisor observations
   3. Collection and organization of other types of evidence; i.e. work products, artifacts, photos, video, etc.
   4. Self-assessments
8. Reviewing growth plan accomplishments as one source of evidence for performance ratings.
9. Procedures for developing the final performance rating.
10. **Determine process and timeline for refining the district’s student success and student growth models:**
11. What student success indicators and measures will your district track and monitor on an ongoing basis?
12. Which of those will be used to develop student growth ratings?
13. What will be the timelines and processes for capturing student growth data, analyzing it, and aggregating it for administrator growth ratings?
14. **Future Considerations – think about and discuss:**
15. How will you orient and phase-in School ADvance for
    1. Administrators who are new to the district?
    2. New administrators just starting their first experience in administration?
16. Will you take two or three years to learn the rubrics and use them for the summative evaluation?
17. At the point where you are using the complete summative rubric for the final evaluation, will you use weighting to reflect a sub-set of characteristics that match your priority work each year?
18. Who will serve as your district liaison(s) to the School ADvance GrowthPLUS Network? Remember, subscribing to the Network ensures keeping up with School ADvance updates, new tools, and new resources.