

Scoring Sheet Instructions

Application Initial Review

Before scoring the candidates, read each application completely, including the responses to the essay questions, the letters of recommendation, and the data presented in the Professional Preparation/Education, Professional Experience, and Professional Growth sections.

Remember, all applicants aren't equally dynamic, so this initial review will give you an overall impression of the pool of applicants that you are considering before you begin the scoring process.

Look for evidence that supports demonstration of each criterion and note or highlight areas and data that are relevant. Your notes will help you remember details that particularly impress you or cause you to question some aspect of the application or the letters.

Recording Evidence

As you review each application the second time, write evidence in the space provided on the scoring sheets.

Responses to the essay question are not required to touch on all of the measures provided for each of the three selection categories; consequently, you may not be able to evaluate a candidate's abilities for each measure listed using the essay question alone. You should also rely on the information provided in the letters of recommendation and additional sections of the application to evaluate each candidate's performance. If there isn't any evidence to support a criterion, simply write "no data in response" or "no data provided."

A model scoring sheet is attached so that you can see what type of evidence to record to indicate that a candidate demonstrates the criteria.

Scoring

When you have read all the applications and have recorded evidence for all criteria, score each applicant using the scale below.

- | | |
|---------------------------------------|---|
| 3 = High level performance | Candidate provided data and/or examples of actions that indicate they <i>routinely</i> demonstrate the criterion. |
| 2 = Moderate level performance | Candidate provided data and/or examples that they <i>occasionally/sometimes</i> demonstrate the criterion. |
| 1 = Low level performance | Content of application indicates candidate <i>rarely</i> demonstrated the criterion. |

Selection

When the committee meets, each member will vote for the candidates they feel would be the strongest representatives of the principalship. Votes are based on the grand total scores. Discussion about the top candidates will determine the individual(s) selected. Group consensus is required in the decision-making process. The group need not be unanimous.



**MetLife/NASSP
National Principal
of the Year Program**



**NASSP/Virco
National Assistant Principal
of the Year Program**

Personal Excellence

Write specific examples from each data source that support the candidate's demonstration of each criterion below. After you have reviewed and written evidence for all candidates score each criterion using the 3 point scale.

Selection Criteria	Application	Essay	Recommendations	Score
Models continuous professional growth				
Interacts professionally and tactfully with others				
Communicates effectively in speaking and writing				
Models values, beliefs, and attitudes that encourage others to higher levels of performance				
Maintains an instructional focus in managing administrative tasks				
Recognizes, appreciates, and serves the needs of diverse constituencies in the school community				
TOTAL Personal Excellence				

Collaborative Leadership

Write specific examples from each data source that support the candidate's demonstration of each criterion below. After you have reviewed and written evidence for all candidates score each criterion using the 3 point scale.

Selection Criteria	Application	Essay	Recommendations	Score
<p>Involves teachers, staff members, parents, students, and the community in creating and fostering a shared vision for the school</p>				
<p>Leads collaboratively to promote ownership among staff, students, parents, and community members for school efforts and outcomes</p>				
<p>Provides focus and direction to ensure alignment of practices, programs, and initiatives with the school's vision, mission, and goals</p>				
<p>Creates a culture of collaboration in which staff members work together as a professional learning community to promote student learning</p>				
<p>Teaches, coaches, and supports the development of potential and current school leaders</p>				
<p>Utilizes available technology tools for school management and operation, fostering collaboration and communication to effectively address issues in the school community</p>				
TOTAL Collaborative Leadership				

Curriculum, Instruction and Assessment

Write specific examples from each data source that support the candidate's demonstration of each criterion below. After you have reviewed and written evidence for all candidates score each criterion using the 3 point scale.

Selection Criteria	Application	Essay	Recommendations	Score
Improves teaching, learning, and assessment by implementing practices, programs, and improvement efforts on the basis of multiple sources of data				
Leads efforts in curriculum alignment and identification of essential learnings at each level				
Observes, supervises, and evaluates teachers and instructional programs to maximize the learning opportunities for every teacher and for every student				
Teaches, coaches, and assists others in professional development that focuses on student learning				
Demonstrates knowledge of learning, teaching, assessment practices, research, and programs that maximize student performance				
Facilitates in developing and maintaining cocurricular programs that complement the curriculum while fostering students' academic success				
Ensures that each student has the best possible chance of realizing success by providing a customized plan that takes into account the needs of individual learners in relation to learning time, setting, methods, and course sequence				
Leads in the use of available technology for management and delivery of instruction and assessment as well as the advancement of learning, invention, and creativity				
TOTAL Curriculum, Instruction and Assessment				

Personalization

Write specific examples from each data source that support the candidate's demonstration of each criterion below. After you have reviewed and written evidence for all candidates score each criterion using the 3 point scale.

Selection Criteria	Application	Essay	Recommendations	Score
Establishes and maintains a school environment that reflects high expectations for students and staff				
Creates a school climate that is warm, inviting, safe, and secure				
Organizes the school so that all social, economic, and racial/ethnic groups have equal access to all school programs and provides the support needed for student success				
Creates structures that promote positive relationships between adults and students and ensures that each student is well-known by at least one staff member				
Understands the physical, social, emotional, and cognitive development of the students served by the school				
Acknowledges the accomplishments of students, teachers, and school community members				
Leads in the use of available technology to meet the unique learning needs of each student				
TOTAL Personalization				

Scoring Sheet Total

Selection Criteria	Total
Personal Excellence	
Collaborative Leadership	
Curriculum, Instruction, and Assessment	
Personalization	
APPLICANT SCORE	

Additional Notes