## 

## Assistant Principal Portfolio Scoring Form

An Assistant Principal Portfolio is one of the measures used to determine an assistant principal’s summative evaluation rating. **The principal completes this form during or after the portfolio review meeting with the assistant principal**.

The following scale is used to score each Essential Practice of School Leadership. Refer to the descriptions in the *Five Essential Practices of School Leadership Framework: A Framework for Supporting Assistant Principals* accessible on [VIDE EES web portal](http://www.vide.vi/for-employees/employee-portal/for-educators/vide-es.html). Indicate the artifact(s) evidence and rationale for each score.

**Practice Scoring Scale**

1 = Unsatisfactory 2 = Basic 3 = Proficient 4 = Distinguished

1. **Build Shared Purpose:** The most effective leaders develop a compelling, shared organizational vision and ensure the vision is lived in the daily work of educators.

**Indicator 1.1**: Support School Mission

Choose an item.

**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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1. **Focus on Learning:** The leader engages in instructional leadership to develop and maintain student access to appropriate, ambitious, and strong instructional programs focused on academic excellence and social and emotional development.

**Indicator 2.1:** Improve the Instructional Program

**Indicator 2.2:** Support Teachers’ Development of a Positive Classroom Climate

Choose an item.

**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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1. **Manage Organizational Systems:** The leader acts strategically and systematically to create teaching and learning conditions that are safe and supportive by aligning financial resources, human capital, data, and other resources.

**Indicator 3.1**:Manage the Organizational Structure

**Indicator 3.2:** Lead and Develop Personnel

**Indicator 3.3:** Manage Resources

Choose an item.

**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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1. **Collaborate with Community:** The leader ensures that parents and community organizations are engaged with the school.

**Indicator 4.1:** Collaborate With Families and Stakeholders, and Respond to Diverse Community Needs

Choose an item.

**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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1. **Leadership Practice 5: Lead with Integrity:** Assistant Principals lead with integrity and model responsibility through pursuit of professional learning

**Indicator 5.1:** Demonstrate Personal and Professional Responsibility

Choose an item.

**Rationale for Score**

Indicate what artifact(s) provided evidence of the rating for this practice and the rationale for the rating.

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***Principal’s Comments (Optional)***

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