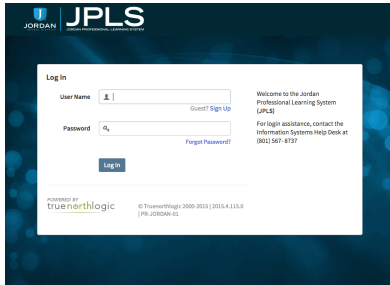


Administrator Interim Evaluation Instructions (Evaluator)

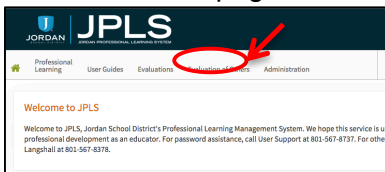
Log in to JPLS

- Access JPLS by going to the Jordan School District website (www.jordandistrict.org) and selecting JPLS from the **Faculty & Staff** menu OR go directly to the site (jpls.truenorthlogic.com).
- Your username is your firstname.lastname (as it appears in your District email). The password for first time users is jsd. You will be required to change the password the first time you visit the site.
- If you forget your password, select “Forgot Password” from the login screen.

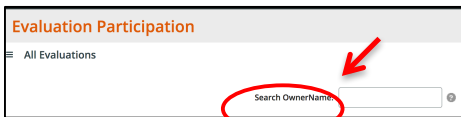


Find Interim Evaluation

- From the **Home** page, select “**Evaluation of Others**”.

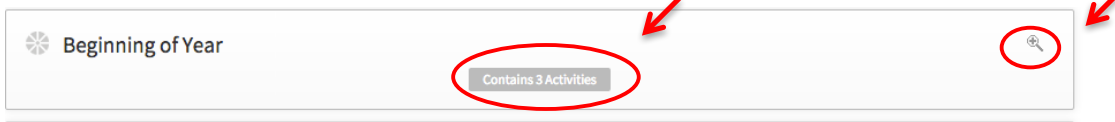


- Use the “**Search Ownername**” to access the administrator’s evaluation. To narrow the search, select the name of the evaluation from the “**All Evaluations**” icon.



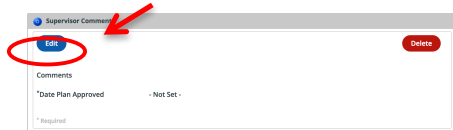
- Click on the administrator’s name. If the administrator has both the Administrator Interim Evaluation and the Administrator Full Evaluation, it is VERY IMPORTANT that you select the correct evaluation. If you have no evaluation or the wrong evaluation, please call the JES Office. (Evaluations from past years are located under the **Archived Evaluations** tab.)

- The Administrator Interim Evaluation is divided into three sections: **Beginning of Year, Observations, and End of Year**. You can view the activities for each section by clicking on **Activities** button. The magnifying glass to the right of the screen expands and collapses the activity lists as well.



Beginning of Year Activities

- There are 3 Activities to complete for the beginning of year. The administrator completes the **“Utah Educational Leadership Standards Self-Evaluation”** and the **“Professional Growth Plan.”** You will complete the **“Evaluator Approval.”**
- Select **Utah Educational Leadership Standards Self-Evaluation** to view the administrator’s self-evaluation. Evidence is NOT required for the Interim evaluation.
- Select **“Professional Growth Plan”** to view the administrator’s goals.
- Select **“Evaluator Approval”** to approve the goals. Choose **“Edit”** to make comments and date the final approval.



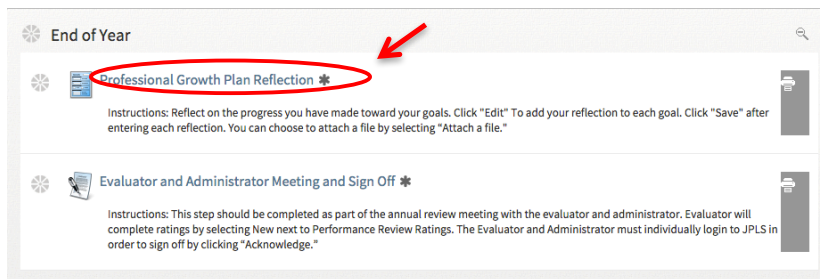
- The Beginning of Year Activities should be completed by the end of October.

Observations

- The Observation section provides an optional tool that can be used to make notes.

End of Year Activities

- There are two end of year activities. The **“Professional Growth Plan Reflection”** is completed by the administrator, and the **“Evaluator and Administrator Meeting and Sign off”** is completed by both the administrator and you.
- Select **“Professional Growth Plan Reflection”** to review the administrator’s goals and his or her reflection on how the goal was accomplished.



Evaluator and Administrator Meeting and Sign Off

- This step should be completed as part of an annual review meeting with the you and the administrator. Both administrator and evaluator should each log into JPLS.
- Select **Acknowledge** to sign off that the evaluation has been completed.



Signatures

No Signatures

Acknowledge

Getting Additional Help or Addressing Technical Issues

- Contacts:

Dawn Sargent	801-567-8239
Rebecca Lee	801-567-8369