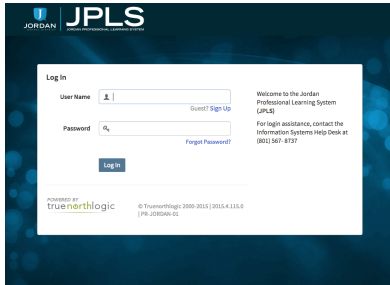


# Administrator Full Evaluation Instructions (Evaluator)

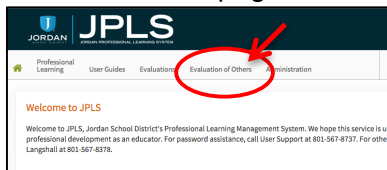
## Log in to JPLS

- 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.

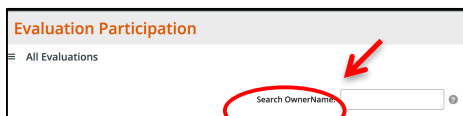


## Find Administrator Full Evaluation

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

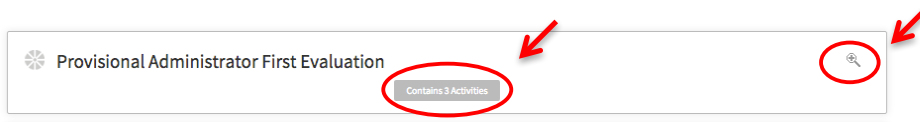


- Use the **"Search Ownername"** to access the administrator's evaluation. To narrow the search, select the name of the evaluation from the **"All Evaluations"** icon.



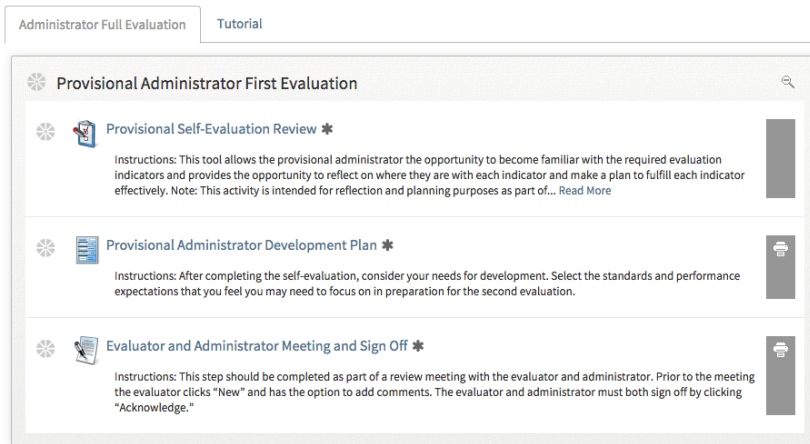
- Click on the administrator's name. If the administrator has both the Administrator Full Evaluation and the Administrator Interim Evaluation, it is VERY IMPORTANT that you select the correct evaluation. If you have no evaluation or the wrong evaluation, please call the JES Office. (Evaluations from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

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



## Complete Provisional Administrator First Evaluation

- **IMPORTANT NOTE:** The activities in this section are for Provisional Administrators only. Career Administrators will begin with the second section titled “**Administrator Evaluation Planning**.”
- There are 3 Activities to complete for provisional administrator’s first evaluation. The administrator will complete the “**Provisional Self-Evaluation Review**” and the “**Provisional Administrator Development Plan**.” The “**Evaluator and Administrator Meeting and Sign Off**” will be completed together.



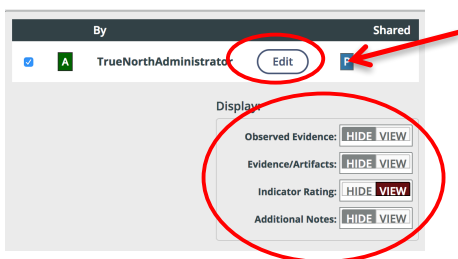
- Select “**Provisional Self-Evaluation Review**” to review the administrator’s self-evaluation. **Important Note:** The purpose of the first evaluation is to provide an opportunity for the administrator to become familiar with the Utah Educational Leadership Standards. They are not required to add evidence at this point of the evaluation.
- Select “**Provisional Administrator Development Plan**” to review the administrator’s goals.
- The “**Evaluator and Administrator Meeting and Sign Off**” should be completed as part of a review meeting. This meeting provides an opportunity for the provisional administrator to ask questions and identify possible evidence that can be used for the final evaluation.
- Click “Evaluator and Administrator Meeting and Sign Off.” Select “New” to make comments and provide the date of the review meeting.



- The Provisional Administrator First Evaluation should be completed by October in order to give the administrator sufficient time to complete the final evaluation.

## Complete Administrator Evaluation

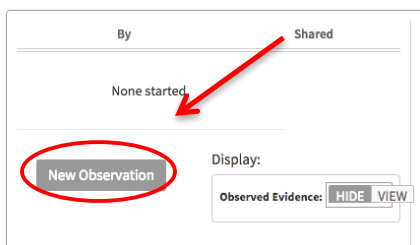
- Click **“Administrator Evaluation Planning”** to review the administrator’s self-evaluation.
- Click **“Utah Educational Leadership Standards Self-Evaluation.”**
- Click **“View”** to see the self-evaluation by standard or select **“View”** within the “Display” box to view specific pieces of the self-evaluation. Use the small paper icon in the right corner to print the self-evaluation if needed.



- Click **“End of Year”** to begin your evaluation of the administrator.
- Select **“Evaluation of Administrator.”**
- Select **“New Observation”** to begin the evaluation.

### Observation Summary

<< Back



- You should see the ratings of the administrator if they have completed their self-evaluation. You will not see attached documentation from this step. In order to view the attached documents, go to the **“Administrator Evaluation Planning”** step and view the administrator’s self-evaluation.
- The Standards are listed in the right hand column. Click on the Standard to bring up the appropriate Performance Expectations.
- Use **“View Rubric”** to see a description of the ratings for each Performance Expectation. The Rubric also provides a description of required evidence for each rating. Select **“Hide Rubric”** to hide the rubric.
- Select a rating for each Performance Expectation.
- Select **“New Note”** or **“Attach File”** to provide any evidence you want to add to the evaluation.

**Standard 1: Visionary Leadership** - An educational leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

**Standard 2: Teaching and Learning** - An educational leader promotes the success of every student by advocating, nurturing and sustaining a school focused on teaching and learning conducive to student, faculty, and staff growth.

**Standard 3: Management for Learning** - An educational leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, effective and efficient learning environment.

**Performance Expectation 1A: Educational leaders establish high and measurable expectations for all students and educators.**

Observed Evidence:

Evidence/Artifacts:

Indicator Rating:

Additional Notes:

[View Rubric](#)

**Performance Expectation 1B: Educational leaders facilitate a process of creating a shared vision, mission, and goals.**

**Standard 5: Ethical Leadership** - An educational leader promotes the success of every student by acting with, and ensuring a system of, integrity, fairness, equity, and ethical behavior.

**Performance Expectation 5A: Educational leaders demonstrate appropriate, ethical, and legal behavior expected by the profession.**

Observed Evidence:

Not Effective	Minimally Effective	Effective	Highly Effective
<p>Does not meet minimally effective requirements of the law in regards to rights and confidentiality, is trustworthy, and is generally respectful or tolerant of individuals and diverse cultures and opinions.</p> <p>Evidence:</p> <ul style="list-style-type: none"> <li>Does not meet minimally effective criteria</li> </ul>	<p>The administrator sets goals and strives for high standards of personal and professional ethics, meets requirements of the law in regards to rights and confidentiality, is trustworthy, and is generally respectful or tolerant of individuals and diverse cultures and opinions.</p> <p>Evidence:</p> <ul style="list-style-type: none"> <li>Demonstrates traits described in standard</li> </ul>	<p>The administrator models personal and professional ethics, protects the rights and confidentiality of others, is trustworthy and uses professional influence for the common good, and demonstrates respect for individuals and diverse cultures and opinions, and expects the same of others.</p> <p>Evidence:</p> <ul style="list-style-type: none"> <li>Meets all of the requirements of minimally effective plus</li> <li>Uses traits described in standard for the common good and expects the same of others</li> </ul>	<p>The administrator articulates, models and expects the highest standards of personal and professional ethics, leads stakeholder groups to establish ways to protect the rights and confidentiality of others, coaches others in trustworthy behavior to enhance influence for the common good, engages in conversations and leads and facilitates training in demonstrating respect for individuals and diverse cultures and opinions.</p> <p>Evidence:</p> <ul style="list-style-type: none"> <li>Meets all of the requirements of effective and</li> <li>Develops and leads efforts that extend these behaviors towards others</li> </ul>

- When you have completed the evaluation, select **Mark Complete** AND select **“Shared with Rating”** from the drop-down menu. If you have missed any items, a screen appears detailing missing indicators. You can also select the **Review Scores** tab to see an overview of all Standards, Indicators, and your ratings. The evaluation does not have to be completed in one setting.
- Select **“Back”** to return to the Observation Summary page. To return to your evaluation, select **“Edit.”** Select **“Back”** to return to the Main page.

**Observation Summary**

By: ☒ test teacher10

Display: Observed Evidence:

- Select **“Evaluator and Administrator Meeting and Sign Off.”** This step should be completed as part of a meeting with the administrator and evaluator.
- In preparation for the meeting, click **“New”** to add comments and the date. This is an important step because it generates the administrator’s effectiveness rating.
- Both Evaluator and Administrator should be logged into JPLS. Each will select **“Acknowledge”**

Evaluations  
View Activity

Print Forms  
Administrator Full Evaluation 2015-2016 Evaluator and Administrator Meeting and Sign Off for teacher10, test

Instructions: This step should be completed as part of a review meeting with the evaluator and administrator. Prior to the meeting the evaluator clicks "New" and has the option to add comments. The evaluator and administrator must both sign off by clicking "Acknowledge."

Forms  
Comments

Disclaimers  
No answers.

Administrator: Clicking Acknowledge does not necessarily indicate that I agree with this evaluation, but that I have met with my evaluator and have received this information.  
Evaluator: Clicking Acknowledge indicates that I have met with the administrator and reviewed this information.

Signatures  
No signatures

Acknowledge

## Getting Additional Help or Addressing Technical Issues

- Contacts:

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