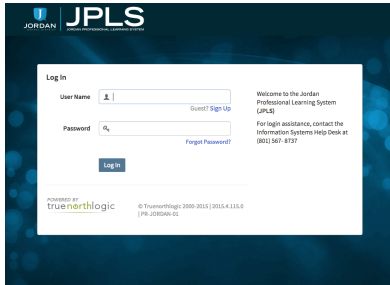


# Administrator Full Evaluation Instructions (Administrator)

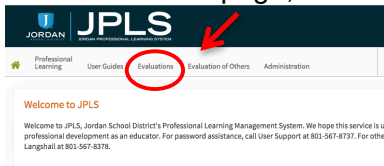
## Log in to JPLS

- 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.

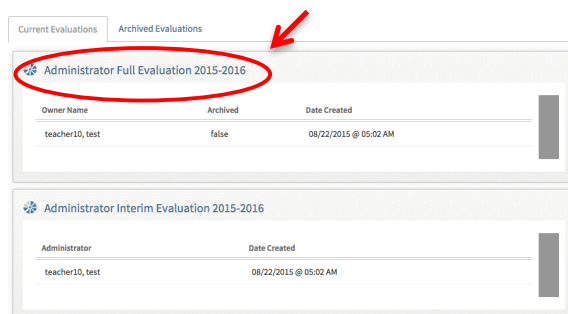


## Find and Begin Administrator Full Evaluation

- From the **Home** page, select **"Evaluations"**.

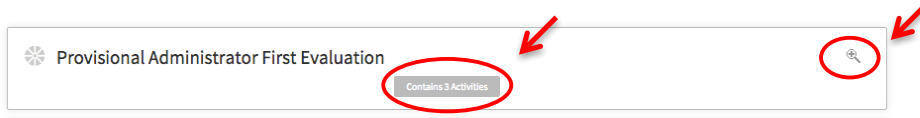


- If you have both the Administrator Full Evaluation and the Administrator Interim Evaluation, it is **VERY IMPORTANT** that you select the correct evaluation plan and the correct year. If you have no evaluation or the wrong evaluation, please call the JES Office. (Evaluations from past years are located under the **Archived Evaluations** tab.)
- Find the appropriate evaluation and click directly on the title of the evaluation.



- Select **Administrator Full Evaluation**. The Administrator Full Evaluation is divided into three sections: **Provisional Administrator First Evaluation**, **Administrator Evaluation Planning**, and

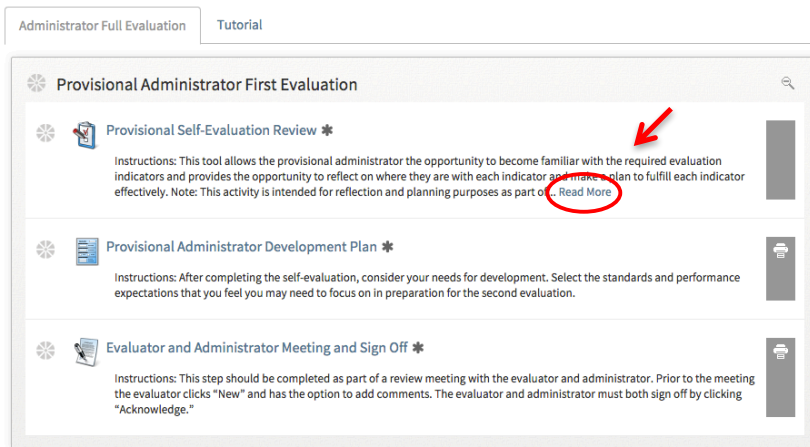
**End of Year.** You can view the activities for each section by clicking on **3 Activities**, **1 Activity**, or **2 Activities**. The magnifying glass to the right of the screen expands and collapses the activity lists as well.



**Career Administrators continue to page 6 “Administrator Evaluation Planning”**

## Provisional Administrator First Evaluation (For Provisional Administrators Only)

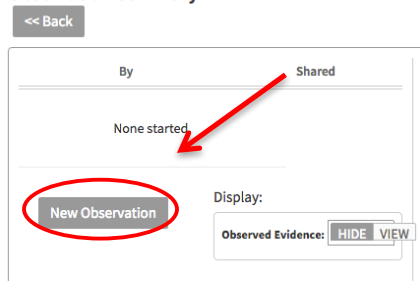
- **IMPORTANT NOTE:** The activities in this section are for Provisional Administrators only. Career Administrators will begin with the second section titled “Administrator Evaluation Planning.”
- There are 3 Activities to complete for provisional administrator’s first evaluation: Provisional Self-Evaluation Review, Provisional Administrator Development Plan, and Evaluator and Administrator Meeting and Sign Off.
- The instructions for each activity are available from this screen. It will be helpful to read the instructions before beginning. Select **Read More** to see all the instructions.



## Provisional Self-Evaluation Review

- Select **Provisional Self-Evaluation Review**
- Click **New Observation** to start your evaluation.

### Observation Summary



- 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. The purpose of this activity is to provide an opportunity for a provisional administrator to review all standards and performance expectations without selecting a rating. It is expected that the administrator will use the review to prepare for the second evaluation that occurs towards the end of the year.
- Select **“New Note”**. Make note of any preparations that can be done before the second evaluation, when a rating and evidence will be expected. Select **“Save.”** Complete for each Performance Expectation.

test teacher10 | For: test teacher10

Score Review Scores Print

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, efficient, and effective learning environment.

Standard 4: Community Collaboration -

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: **New Note**

**View Rubric**

Performance Expectation 5B: Educational leaders examine personal assumptions, values, beliefs, cultural competencies, and practices in service of a shared vision, mission, and goals for student learning.

Observed Evidence: **New Note**

**View Rubric**

Performance Expectation 5C: Educational leaders perform the work required for high levels of personal effective leadership performance, including acquiring new capacities needed to fulfill responsibilities.

Observed Evidence: **New Note**

**View Rubric**

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:

**Hide Rubric**

Save Cancel

Not Effective	Minimally Effective	Effective	Highly Effective
Does not meet minimally effective description. Evidence: • Does not meet minimally effective criteria	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. Evidence: • Demonstrates traits described in standard	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. Evidence: • Meets all of the requirements of minimally effective plus • Uses traits described in standard for the common good and expects the same of others	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. Evidence: • Meets all of the requirements of effective and • Develops and leads efforts that extend these behaviors towards others

- 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

<< Back

By: test teacher10 Shared

**Edit**

Display:

Observed Evidence: **HIDE VIEW**

- Select **Provisional Administrator Development Plan**. This activity asks provisional administrators to consider the standards and Performance Expectations from the Self-Evaluation they may need to focus on in preparation for the second evaluation.
- Select “New.”
- 

#### Evaluations

Administrator Full Evaluation 2015-2016

<< Back Print Forms

Provisional Administrator Development Plan for teacher10, test

Instructions

Click “New” to begin the process. Click “Select Rubrics.” Click on the words of the desired Standard. Check the box next to the appropriate performance expectation. Then choose “Choose Selected.” Make comments in the text field. Select “Save & Exit.” Repeat as desired.

\* Required

New

Goals for Improvement

Click “New” to begin the process. Click “Select Rubrics.” Click on the words of the desired Standard. Check the box next to the appropriate performance expectation. Then choose “Choose Selected.” Make comments in the text field. Select “Save & Exit.” Repeat as desired.

None found

- Choose “Select Rubrics”
- Review the Standards and click on the WORDS of the standard. (Clicking on the box next to the word will not allow you to select a Performance Expectation.)
- Find the desired Performance Expectation and click on the box and select “Choose Selected.”
- Write a goal for improvement. The goal should include the areas that are need of preparation for the second evaluation. Click “Save & Exit”
- Repeat for 2-4 goals.
- Select “Back” to return to main menu.

Areas of Focus

Select Rubrics

Goals for Improvement

\* Required Fields

Select Rubric

Standard 1: Visionary Leadership

Standard 2: Teaching and Learning

Standard 3: Management for Learning

Standard 4: Community Collaboration

Standard 5: Ethical Leadership

Current Selections

Choose Selected

Select Rubric

Standard 1: Visionary Leadership

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

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

Performance Expectation 1C:

Current Selections

Choose Selected

- Select “Evaluator and Administrator Meeting and Sign Off.” This step should be completed as part of a meeting with the provisional administrator and evaluator. The self-evaluation and development plan are reviewed in preparation for the second evaluation.
- Both Evaluator and Administrator should be logged into JPLS. Each will select “Acknowledge”

Evaluations

View Activity

<< Back 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

No answers.

Disclaimer

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.

No answers.

Signatures

No Signatures

Acknowledge

Administrator Full Evaluation Instructions  
Updated 06/25/2017

4

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## Administrator Evaluation Planning

- This is the first step for career administrators completing an Administrator Full Evaluation. This is the second evaluation for all provisional administrators.
- Select “Utah Educational Leadership Standards Self-Evaluation”
- Click **New Observation** to start your evaluation.

### Observation Summary

- 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. Use the Rating drop-down menu to select your rating. Complete the ratings for each Performance Expectation. Changes are saved automatically.
- “New Note” and “Upload File” can be used to identify evidence that will be used to support the ratings that are selected. Evidence is required for each of the 18 Performance Expectations; however, the evidence does not have to be stored on JPLS.

### View Observation

- Select **New Note**, if desired, to add details regarding rating selection. Select **Upload File** to attach any file to the evaluation. Any note added or file uploaded will be available to the supervisor.
  - To attach a file, select **Upload File**. A new button will appear allowing you to **Browse** your computer for the file. Find the file and select **Upload File**.

- Once you have selected and opened the file, the file will be attached, and the name of the file will appear on your screen.

- When you have completed the evaluation, select **Mark Complete**. 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.
- Once an evaluation is started, select **Edit** to return to it.
- Select **View** to see Observed Evidence (Notes) and Evidence/Artifacts (Files)

- Select **Back** to return to the activities page.

## Performance Expectations Evaluation

- This step will be completed by the supervisor and is similar to the **Performance Expectations Self-Evaluation**. The evaluation will be available to the administrator once it is completed and shared by the supervisor. All notes and files added to the **Performance Expectations Self-Evaluation** will be available to the supervisor from this step.
- If the **Observation Summary** indicates “None Started”, the supervisor has not completed or has not shared the evaluation.

## Administrative Full Evaluation Supervisor and Administrator Meeting and Sign Off

- This step should be completed as part of an annual review meeting with the administrator and supervisor. The administrator and supervisor should each log into JPLS. The administrator's Performance Rating will be noted on this screen.
- Select **Acknowledge** to sign off that the evaluation has been completed.

## Getting Additional Help or Addressing Technical Issues

- Contacts:

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