

Directions for Completing VP/AP Scoring Sheets.docx

This Excel workbook is the final summative evaluation workbook for the VP/AP. The information you enter should be based on the summative rating for each of the areas and the indicators.

This Excel workbook has 13 sheets:

1. State Rubric – State Practice Instrument
2. VP/AP Performance – Leadership Rubric
3. VP/AP Performance – Instructional Program Rubric
4. VP/AP Performance – Staff Development Rubric
5. VP/AP Performance – Effective Management Rubric
6. VP/AP Performance – Prof. Response Rubric
7. VP/AP Performance – Leadership Score
8. VP/AP Performance – Instructional Program Score
9. VP/AP Performance – Staff Development Score
10. VP/AP Performance – Effective Management score
11. VP/AP Performance – Prof. Response Score
12. VP/AP - Practice Summary
13. VP/AP - Summative Rating

Please complete all the sheets following the directions given below.

1. Depending on the security settings of your computer, upon opening the workbook, the program may issue a warning and will ask you “Enable the content”. Please click “options” and choose “enable the content”. Without this, you will not be able to enter any data.

2. Except for a few cells, you will be clicking buttons to select the rating. Those cells where you need to type text have a **blue or yellow border**. If **blue**, when you select the cell to enter data, the selection is highlighted by a **yellow** border.

3. When you open the workbook, all the names of worksheets at the bottom tab will be **red** in color. But when all the indicators are rated and the worksheet is completed the color will change to **blue** indicating successful completion of the worksheet.

4. Enter the **name and school of the VP/AP** in the 1st (State) worksheet and press **enter** to move over to the rubric part.
 - First click **once** the cell with “Name: ”. Place the cursor next to the “Name: ” and then type the name of the VP/AP. Do the same for school.

 - By mistake if you double click and delete name or school just use the undo button and repeat the above mentioned process.

 - The rest of the sheets will be populated with name and school.

5. Sheet 1 – State Rubric:

- Click on the appropriate rating (cell with aqua blue color) for each of the indicators and “x” (red color) will appear in the associated cell. If you change your mind about the rating, you can click on the same rating (the “red x” will be removed; equivalent to deselection) or select another rating (the “red x” will move to that corresponding cell).
- Once you have completed all the ratings, the tab color of the worksheet will turn blue (from red) and “Average” will be calculated at the bottom of the sheet.
- If you missed any indicator, the “Average” cell will have “Incomplete” and the color of the tab will be red indicating that you need to go back and complete all the ratings.

6. Sheets 2-6 – VP/AP Performance Rubrics:

- Click on the rating (cell with aqua blue color) for each of the indicators. This will automatically highlight the corresponding rubric. If you need to change the rating, you can click on the same rating (the highlight will disappear; equivalent to deselection) or click another rating and the corresponding rubric will be highlighted. The old highlight will disappear and the new one will become the official rating.
- Once you have completed all the ratings of the indicators of a particular rubric, the tab color of the corresponding rubric and score sheets will turn blue from red. This way you can use the color of the tab as an indicator of completion.

7. Sheets 7- 11 – VP/AP Performance Scores:

- These sheets will be automatically populated and the scores will be automatically calculated for that particular area and the performance summary rubric point.
- At the bottom of each of these sheets, there is space (auto expandable) provided for evaluator’s Summative Comments (cell with blue or yellow border).
- If you missed any rating in the Rubric sheet, the corresponding score sheet will not calculate the **“score” or the “performance summary rubric point”**. Both will show **“Incomplete”**, and the **color of the tab will be red** indicating that you need to go back and complete all the ratings.

8. Sheet 12- Practice Summary Score:

- This sheet will also be automatically populated and scores will be calculated.
- This sheet will also show “Incomplete” for the “Rubric Point” column and “Performance Summary Score” and “Practice Summary Score”, if you missed any rating in the Rubric sheet.
- Also, when everything is completed the tab color of the sheet will turn blue from red.
- At the bottom of this sheet space is provided for “Annual Summary Conference Comments” (cell with blue border).

9. Sheet 13 – Summative Rating:

- Upon completion of all the rubrics, VP/AP Practice and Evaluation Leadership rows will be automatically populated.
- If any Rubric rating is missing, these two rows will show “Incomplete”.
- There is no need to fill Student Growth Percentile, as the State will enter the appropriate rating.
- For Student Growth Objective, use the average teacher SGO for the school.
- Enter the summative rating for Administrative Goals.
- Once all these are filled, Sum of the weighted scores and the Final VP/AP Summative rating will be calculated automatically.
- Finally, select one of the 4 buttons to register your final recommendation. (This also will not light up if you have missing data in the rubric sheets).

10. Make sure that both the VP/AP and the Evaluator sign this worksheet.