

SAM/Principal Team Performance Rubric PRACTITIONER'S LEVEL 2.0

There are 4 non-negotiables: 1) TimeTrack is the primary calendar. 2) The team schedules at/above goal each day. 3) The team has a SAM Daily Meeting each day. 4) There is a First Responder system in place.

SAM/Principal 3 Key Elements	LEVEL ONE all items in Practitioner 1.0 Level are completed, plus...	LEVEL TWO all items in Level 1 are completed, plus...	LEVEL THREE all items in Levels 1 & 2 are completed, plus...	SUMMARY of Elements
TimeTrack (TT)	<p>Goal is 51% or higher and maintained annually</p> <p>Time tracked with teachers is:</p> <ul style="list-style-type: none"> • <i>Split by Descriptor(s)</i> when appropriate • <i>Split by Individual(s)</i> when appropriate <p>Time Tracked with groups is:</p> <ul style="list-style-type: none"> • <i>Split by Descriptor(s)</i> when appropriate • <i>Split by Individual(s)</i> when appropriate <p>Target Descriptor data is regularly analyzed and adjusted if needed, including analysis of month-by-month view</p> <p>Annual Data is reviewed and analyzed (R&A) regularly to monitor progress of meeting goals</p> <p>Review and analysis of data occasionally makes use of the Date Range Option(s)</p> <p>Identifying individuals for focus status and weekly/bi-weekly review and evaluate</p> <p>Optional descriptors are identified to create subgroups under individual descriptors for specific data collection</p>	<p>Follow-up actions steps are identified based on data analyzed</p> <p>Annual Data tab is reviewed and analyzed to assess long-term progress in meeting goals</p> <p>Disaggregation of data, such as breakdown on the time spent with a specific teacher or group, is used.</p> <p>Review and analysis of data regularly makes use of the Date Range Option(s)</p>	<p>Date range is adjusted to analyze a specific time frame for data analysis</p> <p>SAM team members can explain to others how data can be used to respond to instructional goals</p> <p>TT data is considered as part of school based and/or district initiatives and professional development, as well as supporting the TT owner's goals</p>	<p>Each day the principal is working toward a personal goal around the percentage of time spent on instruction, which is calculated through the TimeTrack calendar.</p> <p>The SAM team uses a wide-range of the TT calendar system tools/features to track and manage how the principals' time is spent during each day and to compare data with the time-users goals set by the team.</p>
First Responders (FR)				

(continued)

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Daily Meeting (DM)	<p>DM includes a reflective question based on data</p> <p>SAM team has identified which data would be the most useful for regular reflection</p> <p>SAM team has a agreed upon bank of reflective questions which are routinely used to support the leader's goals</p> <p>Features in the OPTIONS tab are used for disaggregation of data</p> <p>Individual Teacher/Group reflection considers:</p> <ul style="list-style-type: none"> • <i>Instructional breakout data</i> • <i>Feedback/Observation Frequency data</i> <p>Follow-up scheduling may includes utilization of one or more of the following:</p> <ul style="list-style-type: none"> • Connected events • Optional Descriptors • Hyper-link for ... • NoteTrack • Use of data 	<p>Extended TimeTrack data review and evaluation meeting is held regularly with all TT users</p> <p>Reflective questions are routinely based on disaggregated data</p> <p>Action steps are identified and coordinated into planning and follow up scheduling</p> <p>In support of the SAM program the team is incorporating into their decision making</p> <p>Merged data:</p> <ul style="list-style-type: none"> • reviewed with all TT users on a regular basis • influences resource allocations supports descriptor goals and identified building initiatives <p>NoteTrack is:</p> <ul style="list-style-type: none"> • referenced during DM reconciliation and informs planning future events (observations, PCA) • used to document both teacher and group interactions OD data if reviewed bi-weekly <p>Optional Descriptors (OD) are used:</p> <ul style="list-style-type: none"> • and are aligned with school-based initiatives • to guide the allocation of resources <p>Monthly comparison of <i>Instructional Leadership Time</i></p> <p>Chart tab is used for year to year analysis</p> <p>Use of Management Graphs</p>	<p>Extended TimeTrack data review and evaluation meeting is held regularly with all TT users and other key school community stakeholders</p> <p>TimeTrack data review and evaluation sessions are held outside of the daily meeting to drive long-term goals</p>	<p>At practitioner level 2.0 the SAMs daily meeting has become a way of working, rather than a program to implement. The DM is a dedicated time for recording, reconciling, and analyzing the amount of time spent on instructional and management tasks using the TimeTrack calendar.</p> <p>The meeting also provides time for collaborative data-driven reflection and discussion to probe deeper into patterns of time use.</p>

7/6/2021