

## SAM/Principal Team Performance Rubric PRACTITIONER'S LEVEL 1.0

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	SUMMARY of IMPLEMENTATION Rubric Elements	LEVEL ONE all items from Implementation Level are occurring, plus...	LEVEL TWO all items in Level 1 are occurring, plus...	LEVEL THREE all items in Levels 1 & 2 are occurring, plus...	SUMMARY of PRACTITIONER Rubric Elements
<b>TimeTrack (TT)</b>	Fundamental functions of TT are activated, and TT is ready for daily use as the TT holder's primary calendar. Events are scheduled in advance with appropriate preparation and follow-up time, and events are reconciled at each DM.	<p>SAM team periodically reviews and evaluates their use of basic TT features such as optional descriptors, associating individuals</p> <p>Tracking time w/ teachers</p> <p>Tracking time w/ groups</p> <p>Monthly goals are reviewed quarterly and revised as appropriate</p> <p>SAM team makes effective use of white space when scheduling</p>	<p>SAM team periodically reviews and evaluates their use of advanced TT features such as NoteTrack, connected events, and the phone app focus individuals</p> <p>Reflective reference to merged data occurs occasionally (where 2 or more individuals use TT)</p>	<p>SAM team regularly reviews and evaluates their use of TT features</p> <p>Reflective reference to merged data occurs regularly (where 2 or more individuals use TT)</p> <p>Office staff uses TT</p> <p>Events scheduled aligned w/ descriptor goals</p> <p>Events scheduled in advance to achieve instructional goals</p> <p>Events scheduled in advance to achieve TT owner's management goals</p>	The SAM team uses a wide range of TT features to plan, record and analyze the TT holder's time so as to increase the TT owner's time on instruction and to meet the TT owner's professional goals.
<b>First Responders (FR)</b>	FR tasks are identified; FRs are identified and trained; information about FRs (names, areas of responsibility, how to use a FR) are disseminated to all stakeholders.	<p>There are clear expectations and a structure for two-way communication between FRs and the TT owner and/or SAM</p> <p>Office staff trained and uses FRs</p>	FR list and information on how to use the FR system is easy to find and is included in handbooks, publications, web site, etc.	<p>Office staff successfully protects TT owner's time</p> <p>Parents and community constituents are aware of FRs and make first contacts with them rather than with the TT owner</p> <p>The work of the FRs is celebrated/recognized at least once a year</p> <p>FR categories (tasks/areas) and assignments (individuals) are reviewed regularly and revised as necessary</p> <p>FR training is reviewed at least annually, and FR training / retraining is provided as needed</p> <p>FRs meet with the TT owner and SAM periodically to discuss issues and review effectiveness</p>	FRs are an integral part of the school's culture and standard operating procedure, and they are used effectively by all groups in the school community.
<b>Daily Meeting (DM)</b>	DMs occur on most days and include the Seven Elements of a SAM Daily Meeting	<p>DM scheduled and occurs most days</p> <p>DM includes reflective questions about the TT owner's impact on teachers</p> <p>DM usually completed in 20 minutes or less</p> <p>SAM team uses TT data to assist TT owner in management planning as well as instructional planning</p> <p>DM includes update on management issues other staff are handling</p> <p>SAM routinely asks about follow-up scheduling.</p>	<p>Use of TT data occurs regularly</p> <p>SAM poses reflective questions based on TT data to assess the TT owner's impact on instructional goals for groups / grade levels</p> <p>Even when the TT owner is working outside the building, DM usually occurs (possibly in an abbreviated form)</p>	<p>DM includes use of TT data</p> <p>DM includes reflective questions about the TT owner's impact on groups</p> <p>The TT owner and SAM use TT to create and present a data story for a specific audience</p> <p>Back-up SAM takes the lead in at least one meeting per quarter</p>	The Daily Meeting is an integral part of the TT owner's and SAM's day, and it provides the time for the team to plan, record (reconcile), analyze and evaluate how the TT owner spends their time.