

Georgia Department of Education  
 Leader Keys Evaluation System

Documentation Cover Sheet

**Directions:** List the items you plan to submit as documentation of meeting each performance standard to supplement evidence gathered through other means. This form is optional. Documentation may also need to be supplemented with conversation, discussion, and/or annotations to clarify the principal's practice and process for the evaluator.

Principal: \_\_\_\_\_ School: \_\_\_\_\_ School Year: \_\_\_\_\_

Standard	Examples of Documentation that may be Included	Documentation Included
1. Instructional Leadership	<ul style="list-style-type: none"> <li>• District goals</li> <li>• Biennial school improvement plan</li> <li>• Strategic plan</li> <li>• District improvement plan</li> <li>• Vision/Mission/Core belief statements</li> <li>• Staff evaluation grid</li> <li>• Leadership/School Improvement Team agendas</li> <li>• Building administrator responsibility chart</li> <li>• Professional goals</li> <li>• Master schedule</li> <li>• Schedules for students in the alternative education program</li> <li>• Project-specific summaries of a goal</li> <li>• Ensuring SOA/SOQ compliance</li> <li>• Program development</li> <li>• Staff Development Plan</li> <li>• School committees and members</li> </ul>	

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<b>Standard</b>	<b>Examples of Documentation that may be Included</b>	<b>Documentation Included</b>
2. School Climate	<ul style="list-style-type: none"> <li>• Monthly discipline report by student</li> <li>• Monthly discipline report by infraction</li> <li>• Teacher of the Year recommendation</li> <li>• Annual Report of Discipline, Crime, and Violence</li> <li>• Teacher/Staff appreciation</li> <li>• Principal appreciation</li> <li>• Surveys of staff</li> <li>• Student recognition</li> <li>• Student groups/clubs</li> </ul>	
3. Planning and Assessment	<ul style="list-style-type: none"> <li>• Vision statement</li> <li>• Long-range goals</li> <li>• Short-range goals</li> <li>• School improvement plan</li> <li>• School assessment results annual comparisons</li> </ul>	
4. Organizational Management	<ul style="list-style-type: none"> <li>• Building schedules</li> <li>• Administrator responsibility chart</li> <li>• Schedule and course compliance</li> <li>• Facility use log</li> <li>• Physical plant and grounds management</li> <li>• Annual financial audits</li> <li>• Uncollected debts</li> <li>• Inventory records</li> <li>• CTE compliance</li> <li>• SPED compliance</li> </ul>	
5. Human Resources Management	<ul style="list-style-type: none"> <li>• Percentage of highly-qualified staff</li> <li>• Staff evaluation schedule</li> <li>• Monthly discipline report by teacher</li> <li>• Recertification</li> <li>• Interview protocol</li> <li>• Improvement plans</li> <li>• Staff evaluations</li> </ul>	

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<b>Standard</b>	<b>Examples of Documentation that may be Included</b>	<b>Documentation Included</b>
6. Teacher/Staff Evaluation	<ul style="list-style-type: none"> <li>• Staff Recognition Program</li> <li>• Staff evaluation schedules</li> <li>• Data on teacher/staff ratings</li> <li>• Performance Improvement Plans</li> <li>• Documentation on deficient teachers</li> <li>• Documentation on proficient teachers</li> <li>• Mentorship Program</li> </ul>	
7. Professionalism	<ul style="list-style-type: none"> <li>• Staff development activity agendas</li> <li>• Department/grade level meeting documentation</li> <li>• Staff surveys</li> <li>• Professional conference attendance</li> <li>• Professional organization membership</li> </ul>	
8. Communication and Community Relations	<ul style="list-style-type: none"> <li>• Faculty meeting agendas</li> <li>• Newsletters</li> <li>• PAC/PTO/PTA agendas</li> <li>• Optional parent/community survey</li> <li>• Web site</li> <li>• Completion of annual school safety audit</li> <li>• Safe School's Committee agendas and minutes of meetings</li> <li>• School Health Advisory Board agendas and minutes of meetings</li> <li>• Media communications</li> <li>• Presentation to civic/community groups</li> </ul>	