

Guiding Questions For Summative Meeting

The summative meeting between the assistant principal and the principal is a time for both reflection and consideration of future goals. During the summative meeting, the assistant principal and principal consider the assistant principal's overall performance and progress toward attainment of goals and review performance evidence and scores.

Checking on Progress

1. Has the assistant principal reviewed all ratings documents prior to the summative evaluation meeting?
2. What questions does the assistant principal have about the documents?
3. What reflections does the assistant principal have on his or her performance during the past year?
4. What progress or growth occurred in terms of the assistant principal being a school leader and manager?
5. What performance challenges became apparent, and why did they become apparent?
6. How well did the assistant principal meet professional growth goals?

Checking on Scores

7. On the basis of the evidence, what are apparent strengths in the assistant principal's practice, according to the Five Essential Practices of School Leadership Framework?
8. On the basis of the evidence, what are some areas for growth in assistant principal practice, according to the Five Essential Practices of School Leadership Framework?
9. To what degree does the assistant principal agree with the strengths and areas for growth identified through the evaluation process?