Canyons Leadership and Administrator Support System
CAREER ADMINISTRATORS

Canyons School District's Board of Education recognizes and appreciates the efforts of Canyons District's educators in fulfilling the District mission that all students will graduate college- and career-ready and is committed to providing on-going support to promote educator professional growth.

GROWTH CYCLE	REMEDIATION PROCESS	MULTI-TIERED SUPPORTS
Career Administrators. administrators who have successfully completed provisional status, are evaluated yearly as required by Utah State law, using the Canyons Leadership and Administrator Support System (CLASS). CLASS consists of observations, administrator evidence, student growth, and stakeholder feedback. CLASS, for Career Administrators, has four ratings: Highly Effective, Effective, Minimally Effective, and Not Effective. All Canyons Administrators are expected to be rated as Effective or Highly Effective. Career Administrators rated as Not Effective or Minimally Effective will be placed on a Plan of Assistance, which cannot exceed 120 school days. (See CLASS Multi-Tiered Supports Process.) A Career Administrator may be placed on Career 3 at anytime, for reasons including, but not limited to: concerns identified through observations, feedback, and student performance, etc.	The Board authorizes the District Administration to develop and implement an evaluation process that is reasonable; fair; valid; reliable in measuring administrator effectiveness; compliant with state statutes, state regulations, and Canyons School District policy while measuring implementation of the Utah Educational Leadership Standards and the Canyons MTSS Framework.	CLASS purposes include ensuring every student receives high quality instruction; developing effective educational leaders; supporting instructional leaders in developing and leading practices that improves school climate and student progress; ensuring the appropriate management of resources; increasing the use of public practice applications; and providing feedback to educational leaders about instruction and leadership.

Career 1	Career 2	Career 3	Career 3	Tiers 1, 2, and 3
☐ Self-Assessment and Goal Setting	☐ Self-Assessment and Goal Setting	☐ Self-Assessment and Goal Setting	**Cycle 1**	**Tier 1 - Supports Examples**
		Cycle 1	Leadership Quality Rating	• CLASS Orientation
			IF RATING IS: Effective or Highly Effective	• CLASS Administrator Boot Camp
		Leadership Quality Rating (LQR)	THEN: Advanced to Career 1	• CLASS Online Resources
		Ethical Conduct Checklist*		• Leadership Meetings
Observations & Interviews	Observations & Interviews	Meeting Facilitation Checklist*	**IF RATING IS:** Not Effective or Minimally Effective	• Professional Development (HYPE)
CSIP and LANDTrust Plans	CSIP and LANDTrust Plans	Observations & Interviews*	THEN: The following will take place:	• LIT Groups
		CSIP and LANDTrust Plans^	• Tier 2 Supports	
		Management Checklist^	• Plan of Assistance (Not to exceed 120 school days)	**Tier 2 - Supports Examples**
		PBIS - TFI/SET/EWS^	• Notified of Probation	• CLASS Online Resources
		☐ Lines of Evidence^	THEN: Proceed to Remediation	• Leadership Meetings
				• Professional Development (HYPE)
			Remediation: Repeat Cycle 1	• Targeted Professional Development
			Leadership Quality Rating 2	• LIT Groups
			IF RATING IS: Effective or Highly Effective	• Administrator Mentor
			THEN: Remediation Completed	• School Administrators
			• Advanced to Career 1	• School Performance Directors
			• Removed from Probation	• Human Resources Administrators
			• Career Status Reinstated	
			IF RATING IS: Not Effective or Minimally Effective	
			THEN: The following will take place:	
			• Termination of Employment	
			OR	
			• Change in Assignment**	
Summative Overall Rating (P3 or C3 rating)	**Summative Overall Rating** (P3 or C3 rating)	**Summative Overall Rating (SOR)**		
☐ Student Growth	☐ Student Growth	Leadership Quality Rating (IQR)		
		☐ Student Growth		
		☐ Stakeholder Feedback		

Black Text: Evaluator Responsibility   Blue Text: Evaluatee Responsibility   **At the discretion of the Superintendent, a change in assignment may occur at any time during this process.

* Completed again if deficiencies were identified in previous cycle.   ^Items identified as not meeting the Effective criteria on a standard are resubmitted as part of a remediation cycle.   Revised 2016.07.19