

	Window:	Requirement
Pre-Cycle	July 10 – August 10	Evaluator Re-Credentialing, Evaluator Selection & Orientation <ul style="list-style-type: none"> • Evaluator completes required re-credentialing in the TLE Electronic Platform prior to completing the Orientation • Leader signs off on Orientation and selects an Evaluator in SLDS
		PSC Professional Learning Goal Setting <ul style="list-style-type: none"> • Leaders completes PSC Professional Learning Goal Setting <u>OR</u> Plan in SLDS
	August 10 – September 4	Self-Assessment and Pre-Evaluation Conference <ul style="list-style-type: none"> • Leader completes Self-Assessment; this must be completed prior to the Pre-Evaluation Conference • Leader & Evaluator sign off in SLDS as having completed the pre-evaluation conference
Evaluation Cycle	LAPS Process August 1 – February 1	Leader Assessment on Performance Standards (LAPS) Process <ul style="list-style-type: none"> • Documenting Performance (if needed) • Leader collects data (student growth, academic achievement), prepares for mid-year Formative Assessment Conference with Evaluator
	October 29 – November 9	Cobb LKES Perception Surveys <ul style="list-style-type: none"> • Certified and Classified staff complete surveys for Principal and Assistant Principal(s) and SLIs
	December 10 – February 1	Mid-Year Formative Assessment and Conference <ul style="list-style-type: none"> • Must be completed on an individual basis • Evaluator reviews documentation, rates all 8 LKES standards, evaluates progress toward goals • Leader and Evaluator saves and submits conference evaluation in SLDS
	LAPS Process cont. August 1 – April 26	Leader Assessment on Performance Standards (LAPS) Process continued <ul style="list-style-type: none"> • Leader and Evaluator collect appropriate data relevant to evaluation, performance • Documentation of practice may be uploaded to SLDS prior to Summative Assessment
Post-Cycle	Deadline: May 15	Leader Effectiveness Measure <ul style="list-style-type: none"> • Must be completed on an individual basis • All 3 containers must be completed: <ul style="list-style-type: none"> - Summative Assessment (<i>commentary required on each standard</i>) - Summative Conference

Evaluations Team

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Leader Keys Effectiveness System (LKES) 2018-2019 Guidelines & Instructions

- Administrators will be given written notice, in advance of each school year, the evaluation measures and any specific indicators that will be used to evaluate them. The Cobb Leader Keys Effectiveness System is composed of four components:
 - Leader Assessment on Performance Standards = 30%
 - Student growth = 40%
 - School climate= 10%
 - Combination of Additional Data (Achievement Gap Reduction, Beat the Odds and CCRPI Data) = 20%

Annual LAPS Process

1. Evaluator Selection, Orientation, Self-Assessment, & PSC Professional Goal Setting (Required)
 - Evaluators shall conduct an Orientation prior to the Pre-Evaluation Conference.
 - Leaders will complete the self-assessment prior to the pre-evaluation conference.
 - All certified employees will enter 1 goal into SLDS: Standard-based
2. Three Conferences (Pre-Evaluation, Mid-Year, and Summative)
 - The Pre-Evaluation conference follows the Orientation, Self-Assessment, and the leader’s development of goals.
 - The Mid-Year conference should review the results of the Formative Assessment.
 - The Summative Conference must be held individually.
3. Mid-Year Formative Assessment
 - Evaluators shall complete one Formative Assessment for each Leader.
 - Evaluators shall provide a rating on each of the eight standards using the rubric.
 - The results will be reviewed and discussed during the Mid-Year Conference.
4. Summative Assessment
 - Evaluators will rate all 8 standards, establishing an overall LAPS rating and score as seen in chart below:

LAPS Level Score	LAPS Overall Rating	LAPS Point Rating
Level I	Ineffective	0 – 5
Level II	Needs Development	6 – 13
Level III	Proficient	14 – 21
Level IV	Exemplary	22 – 24