Current FPS Template	School Advance Tool MASA and Michigan ASCD	Summative Rubric Descriptor	
A. SUPERVISION OF CURRICULUM AND TEACHING	**Domain 3 – Programs:** **High Quality/Fidelity/Reliability Instructional Program Factors** **Domain 5 – Systems:** **Technology Integration and Competence Factors** **Human Capacity Factors**	**Description of Effective Practice**	
1. Supervises the instructional program through regular observations and teacher conferences.	Instruction Characteristics	Assists staff in developing a repertoire of research based instructional practices that support active student learning, differentiation, and tiered interventions where needed to meet student needs	Effective ☐ Ineffective ☐ n/a ☐
2. Participates in curriculum design, trial programs and studies on building and/or district-wide basis.	Curriculum Characteristics	Ensures that staff communicates curriculum expectations to students and parents, follow horizontal and vertical alignment, emphasize essential core curriculum standards and differentiate instruction to meet the needs of all students	Effective ☐ Ineffective ☐ n/a ☐

3.	Is familiar with new instructional methods, materials and equipment through conferences, publications and investigation of educational programs.	Personal Use of Technology Characteristics	Models personal use of technology, participates in electronic learning communities, and makes creative use of technology to enhance communications and accomplishment of job responsibilities	Effective ☐ Ineffective ☐ n/a ☐
		Learning and Teaching with Technology Characteristics	Assists staff in exploring new uses for instructional technology, ensuring that technology is integrated into school plans for improving curriculum management, instruction, and assessment	
		Leadership for Technology Characteristics	Works with staff to identify evidence-based technology practices that improve instruction, extend learning opportunities and foster student and parent engagement in the learning process	
4.	Works with staff members to improve their skills and abilities.	Professional Development Characteristics	Establishes processes for self and staff to refine personal growth plans with data and research, while engaging in professional learning and performance evaluation	Effective ☐ Ineffective ☐ n/a ☐
Summary:				
B. COMMUNICATING		**Domain 4 – Processes:**		

EFFECTIVELY WITHIN THE SCHOOL AND DISTRICT	Community Building Factors	Description of Effective Practice	
1. Informs staff of the policies, rules and regulations of the school and school district and enforces their implementation.	Communications Characteristics	Uses a multifaceted communications plan to keep internal and external stakeholders informed, involved, and knowledgeable about the school	Effective ☐ Ineffective ☐ n/a ☐
2. Encourages parent participation in the school programs through parent-teacher organizations and/or parent aide programs.	Relationships Characteristics	Is involved in the community as an advocate for the schools and regularly assesses and ensures that the school responds to the needs of a diverse school community	Effective ☐ Ineffective ☐ n/a ☐
3. A principal's primary responsibility is to building; nevertheless, there is recognition of the special needs of the entire district, and the diversity of philosophies that exist within the organization.	Inclusion Characteristics	Responds to concerns of students, parents, and the community—involving them in ways that are meaningful and relevant	Effective ☐ Ineffective ☐ n/a ☐
4. Keeps Superintendent apprised of activities and their continued progress as well as problem areas.	Communications Characteristics	Uses a multifaceted communications plan to keep internal and external stakeholders informed, involved, and knowledgeable about the school	Effective ☐ Ineffective ☐ n/a ☐
5. Issues regular informational bulletins of school and district activities to teachers, students and parents.	Communications Characteristics	Uses a multifaceted communications plan to keep internal and external stakeholders informed, involved, and knowledgeable about the school	Effective ☐ Ineffective ☐ n/a ☐
Summary:			
C. ESTABLISHING AN ATMOSPHERE CONDUCIVE TO	Domain 2 - Leadership: Vision for Learning and	Description of Effective Practice	

LEARNING	Achievement Factors Leadership Work and Behavior Factors		
1.　　Develops and maintains a school climate conducive to learning.	Personal Vision Characteristics	Advances his/her personal vision in ways that honors and celebrates diversity and the worth of every individual	Effective ☐ Ineffective ☐ n/a ☐
	Shared Vision Characteristics	Enlists staff, students and parents, in working on and regularly updating the shared vision based on current information	
2.　　Maintains a planned program of supervisory activities, including adequate classroom visitations.	Informed Characteristics	Guides staff to use multiple sources of data, information and research to inform goals, strategies, and practices	Effective ☐ Ineffective ☐ n/a ☐
	Strategic and Systemic Characteristics	Works with staff to establish individual and shared short/long term priorities and strategies that align with school and district goals	
3.　　Maintains a balance of democratic and directive management styles as warranted by the situation.	Fair, Legal, Honest, Ethical and Professional Characteristics	Holds school personnel accountable for fair, legal, and ethical conduct	Effective ☐ Ineffective ☐ n/a ☐
	Resilient Characteristics	Models and sets expectations for staff to use habits of reflective practice, personal growth and renewal, reliability, and consistency	

Summary:

D. SETTING SCHOOL GOALS	Domain 4 - Processes: Evidenced Based and Data Informed Decision Making Factors Community Building Factors	Description of Effective Practice	
1. Utilizes test results and other information in the yearly analysis of student progress and needs.	Systematic Use of Multiple Data Sources Characteristics	Works with staff to analyze multiple year student data (including sub-groups) and school data trends and select evidence-based strategies to achieve the school improvement goals	Effective ☐ Ineffective ☐ n/a ☐
2. Guides and counsels students, teachers, and parents in areas of specific concern and need, and utilizes all available resources and data in planning applicable procedures for solution of problems.	Data Systems Characteristics	ensures that staff are knowledgeable and monitored in their use of the school's data systems for classroom assessment and progress monitoring	Effective ☐ Ineffective ☐ n/a ☐
	Collaborative Inquiry Characteristics	Establishes and works with staff teams to challenge assumptions, raise questions, and interpret multiple sources of student results to create evidence based instructional plans	
3. Creates a school atmosphere conducive to good citizenship, attitudes and patterns of socially acceptable behavior.	Relationships Characteristics	Is involved in the community as an advocate for the schools and regularly assesses and ensures that the school responds to the needs of a diverse school community	Effective ☐ Ineffective ☐ n/a ☐

	Inclusion Characteristics	Responds to concerns of students, parents, and the community--involving them in ways that are meaningful and relevant	
	Communications Characteristics	Uses a multifaceted communications plan to keep internal and external stakeholders informed, involved, and knowledgeable about the school	

Summary:

E. MANAGING FINANCIAL RESOURCES	Domain 3 – Programs: Safe, Effective, Efficient School Operations Factors	Description of Effective Practice	
1. Submits required forms and reports accurately and promptly.	Policies, Laws, and Procedures Characteristics	Informs and holds staff accountable for adherence to state and federal laws, school safety practices, employee contracts, and district policies.	Effective ☐ Ineffective ☐ n/a ☐
2. Manages school office in an efficient and orderly manner.	Systems, Processes, and Procedures Characteristics	Ensures that staff and students understand, follow, and evaluate the systems, processes, and procedures of the school and district	Effective ☐ Ineffective ☐ n/a ☐

3. Spends money within the intent and confines of the budget.	Allocation and Management of Resources Characteristics	Communicates with staff about the school's financial status and develops processes for aligning and realigning resources to support school goals	Effective ☐ Ineffective ☐ n/a ☐
4. Actively participates in budget development.	Allocation and Management of Resources Characteristics	Communicates with staff about the school's financial status and develops processes for aligning and realigning resources to support school goals	Effective ☐ Ineffective ☐ n/a ☐
Summary:			
F. SELF-ASSESSMENT	**Domain 1 - Results**		
Please use this space to share assessment data that shows student achievement growth in your building. You may select assessments from those listed in the *Macomb County Dashboard Student Growth Measurements.* You may also describe any projects or accomplishments in your school that you would like to address.	• **Improved Student Achievement Results** • **Improved Teacher Performance Results** • **Achievement Gap Reduction/Elimination** • **Overall School Performance**		Effective ☐ Ineffective ☐ n/a ☐

EVALUATOR'S SUMMARY:

_____   _____
EVALUATOR'S SIGNATURE   **PRINCIPAL'S SIGNATURE**

DATE:_____