

SAM/Principal Team Performance Rubric

SAM/Principal 3 Key Elements	Beginning: 1	Developing: 2	Accomplished: 3	Exemplary: 4
TimeTrack	<ul style="list-style-type: none"> * Scheduling at/above goal in advance * TimeTrack is the primary planning calendar 	<ul style="list-style-type: none"> * Scheduling at/above goal in advance * TimeTrack is the primary planning calendar * Tracking time with teachers * Tracking time with groups * Events reconciled 	<ul style="list-style-type: none"> * Scheduling at/above goal in advance * TimeTrack is the primary planning calendar * Tracking time with teachers * Tracking time with groups * Events reconciled * Clear evidence of follow-up scheduling 	<ul style="list-style-type: none"> * Scheduling at/above goal in advance * TimeTrack is the primary planning calendar * Tracking time with teachers * Tracking time with groups * Events reconciled * Clear evidence of follow-up scheduling * Events scheduled aligned with descriptor goals * Office staff uses TimeTrack
First Responders (FR)	<ul style="list-style-type: none"> * FR sheet with management tasks identified * First Responders identified and trained 	<ul style="list-style-type: none"> * FR sheet with management tasks identified * First Responders identified and trained * Office staff training started 	<ul style="list-style-type: none"> * FR sheet with management tasks identified * First Responders identified and trained * Office staff trained and uses FR 	<ul style="list-style-type: none"> * FR sheet with management tasks identified * First Responders identified and trained * Office staff trained and uses FR * Office staff successfully protects principal's time
Daily Meeting (DM)	<ul style="list-style-type: none"> * DM Scheduled * DM occurs most days in some form 	<ul style="list-style-type: none"> * DM Scheduled * DM occurs most days in some form * DM includes scheduling follow-up * DM completed within 30 minutes * Some DM include use of charts and graphs 	<ul style="list-style-type: none"> * DM Scheduled * DM occurs every day in some form * DM includes scheduling follow-up * DM completed within 20 minutes * Use of charts and graphs occurs regularly * DM includes reflective questions about individual teacher impact 	<ul style="list-style-type: none"> * DM Scheduled * DM occurs every day in some form * DM includes scheduling follow-up * DM completed within 20 minutes * DM includes use of charts and graphs * DM includes reflective questions about individual teacher impact * DM includes reflective questions about group impact * DM includes update on management issues other staff are handling