

PEI Check Point 3 Click Sheet

The process to complete PEI Check Point 3 in Cornerstone begins with the principal. The principal will need to complete his/her self-review in Cornerstone prior to the actual meeting. To do this, the principal should login to Cornerstone and see the **PEI: Complete Check Point 3** task in the queue as shown below:

My Performance Review Tasks	
	Due Date
PEI: Complete Check Point 3 Self-Review	2/22/2019

After clicking the task, the principal will see the screen shown below and should click “Get started”

The screenshot displays the '2018-2019 PEI Check Point 3' task interface. On the left is a sidebar with navigation options: Overview, PEI Check Point 3: Self-Review, PEI Check Point 3 Conference, and PEI Check Point 3 Acknowledgment. The main content area features a header with the title '2018-2019 PEI Check Point 3' and an 'Options' dropdown. Below the header is a progress indicator showing '0%'. The 'Overview' section contains instructions for the principal and executive director, along with a 'Review Step Progression' section. The progression section shows two steps: 'PEI Check Point 3 Self Review' (due 2/22/2019) and 'PEI Check Point 3 Conference Acknowledgment'. A 'Get Started' button is located at the bottom right of the main content area.

Once in the task, the principal will score him/herself by selecting the radial button next to the appropriate descriptor from the Principal Performance Rubric (PPR) as shown on the next page. Please note there is a link to access the rubric in case it is needed for reference. The descriptors for each indicator are in order from Exemplary to Unsatisfactory. Once the principal has completed all the ratings, he/she should click “save and continue”.

PEI Check Point 3 Click Sheet

PEI Check Point 3: Self-Review

Principal: For each indicator, indicate the rating that most accurately reflects your appraisal of the desired work behaviors.

4 - Exemplary

3 - Proficient

2 - Progressing

1 - Unsatisfactory

As a reminder, Executive Directors will not assign a rating during the mid-year evaluation process.

To access the full 2018-2019 Principal Performance Rubric, please [click here](#).

?

1.1: Vision: Establishes and maintains a shared vision of success

Inspires and gains the commitment of stakeholders (students, parents, community, teachers and staff) towards the vision, mission, values and organization's goals
Develops an "actionable picture of success" and staff members understand what success looks like
Makes decisions that are aligned to and support the school vision

*

N/R	1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

?

1.2: Goal Achievement: Outlines and tracks clear goals, targets and strategies aligned to the school vision that continually improves teacher effectiveness and student outcomes.

Ensures a positive, collaborative culture that facilitates the implementation of campus initiatives and goals *
Establishes protocols and processes to ensure achievement of campus goals

N/R	1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

?

1.3: Change Management: Establishes a culture of continuous improvement

Continually seeks more effective ways to accomplish goals and improve the school *
Develops and uses effective conflict-management and consensus-building skills
Effectively communicates rationale for decisions, clear expectations and steps to accomplish goals with all stakeholders

N/R	1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The last step for the principal prior to submission is the opportunity to add any comments about the ratings provided. It is recommended that comments are included for any indicator rating of either Exemplary or Unsatisfactory. This is not a required step. Once this is complete, the principal will submit and the task will be assigned to the executive director.

PEI Check Point 3 Click Sheet

Once the executive director logs in and selects the **PEI: Complete Check Point 3 for Principal Name**, the following screen will be shown.

2018-2019 PEI Check Point 3 Options ▾

75%

Overview

Principal Excellence Initiative

PRINCIPAL: Please complete the PEI Mid-Year Self Review by clicking 'Get Started' below.

EXECUTIVE DIRECTOR: The employee's comments and self-rating are available for your viewing; please review and schedule your Mid-Year Conference. *Note: Appraisers will not be assigning a rating during the Check Point 3 process.* Please complete by clicking 'Get Started' below.

Additional information regarding the PEI Mid-Year Self-Review process can be found by visiting the PEI section of the excellence initiative website [here](#) or by calling our office at 872-749-3712.

Review Step Progression

- PEI Check Point 3 Self Review
- PEI Check Point 3 Conference Acknowledgment (Due: 2/23/2019)

Reopen Step Get Started

The executive director will click "Get Started" to see the principal self-ratings at the bottom of each indicator as shown below. The executive director WILL NOT score the principal in check point 3.

2018-2019 PEI Check Point 3 Options ▾

75%

PEI Check Point 3: Self-Review

Principal: For each indicator, indicate the rating that most accurately reflects your appraisal of the desired work behaviors.

- 4 - Exemplary
- 3 - Proficient
- 2 - Progressing
- 1 - Unsatisfactory

As a reminder, Executive Directors will not assign a rating during the mid-year evaluation process.

To access the full 2018-2019 Principal Performance Rubric, please click [here](#).

1.1: Vision: Establishes and maintains a shared vision of success

Inspires and gains the commitment of stakeholders (students, parents, community, teachers and staff) towards the vision, mission, values and organization's goals
 Develops an "actionable picture of success" and staff members understand what success looks like
 Makes decisions that are aligned to and support the school vision

N/R 1 2 3 4

Rating History

(Self) Rated: 4.0 - Exemplary Review: 2018-2019 PEI Check Point 3 Time: 1/21/2019 12:18 PM

1.2: Goal Achievement: Outlines and tracks clear goals, targets and strategies aligned to the school vision that continually improves teacher effectiveness and student outcomes.


Ensures a positive, collaborative culture that facilitates the implementation of campus initiatives and goals
 Establishes protocols and processes to ensure achievement of campus goals


N/R 1 2 3 4

PEI Check Point 3 Click Sheet

Once all Praise, Probe and Polish have been entered, the executive director will click “save and continue” to move to the acknowledgement page, shown below. The executive director will electronically sign to acknowledge completion of Check Point 3.

2018-2019 PEI Check Point 3 Options ▾





PEI Check Point 3 Acknowledgement

Principal:
As part of PEI Check Point 3, I have completed my self-review of the domains and indicators in the Principal Performance Rubric. My Executive Director will be notified to schedule the in-person conference, where we will discuss:

- The PPR self-review
- Data points to check progress toward PPR growth and CIP implementation
- Areas of focus for the remainder of the current school year

Executive Director:
As part of PEI Check Point 3, the Principal and I have had an in-person conference to discuss the following:

- The PPR self-review
- Praise, Probe, and Polish
- Data points to check progress toward PPR growth and CIP implementation
- Areas of focus for the remainder of the current school year


Additional comments regarding Principal Performance may be added below.

Principal
 Date: 1/21/2019

Executive Director

Comment

B I U S Ix [List Bulleted] [List Numbered] [Link] [Image]

 (Self) Review: 2018-2019 PEI Check Point 3 Time: 1/21/2019 12:18 PM

Once the executive director signs and submits this page, the principal will receive an email from Cornerstone to inform him/her that check point 3 has been completed and can be reviewed in Cornerstone.

Please direct any questions to Suzy Smith (iersmith@dallasisd.org) in HCM.