



Gina Yonts

Principal, Green Park Elementary,
Walla Walla Public Schools

DON'T WAIT TIL THE LAST MINUTE!

The principal's evaluation often comes quietly in the days after students and staff go home for summer. Sometimes, it's left to the last minute and many times, in smaller more isolated districts, receives little to no pomp and circumstance. The importance of your evaluation, your ability to reflect on your leadership for the year, and your personal growth as a leader are not things to leave to chance.

PRINCIPAL EVALUATION CRITERIA

Improving Instruction, Planning with Data, Managing Resources

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I did not want students (or myself) in the office throughout the day, knowing the best place for all of us to be is in classrooms.”

KNOW YOUR FRAMEWORK

Feedback is critical to our role as leaders. We all want to know what others perceive went well or receive feedback on areas we should focus on improving. The feedback cycle isn't always given the attention it deserves, and that can leave us disappointed.

Knowing your framework helps you guide the conversation. Keep in mind in many districts, your supervisor probably wears two or three hats as well. Showing your knowledge and sharing evidence and feedback about your year and specific criterion helps you to tell your leadership story.

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DON'T BE SHY

If you're particularly proud of work you've completed, take the opportunity to share your accomplishments. Explain how you will show continued growth over time. Take the time to really look deeply at the criterion within the Leadership Framework — what areas are you solid in? What areas should you be pushing ahead in? It's totally acceptable to jot down a few questions to discuss with your supervisor around the areas you want to grow. Maybe they have ideas for you to continue developing. It's important to be open to their suggestions and ideas. This is your time to reflect, process, and start the conversation about areas of focus for the next year.



Gina and her mentee, Michelle Carpenter.

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BE COACHABLE

Heading into the supervisor/principal conversation may be nerve-wracking. It's totally normal to feel a little nervous. Isn't this how every teacher feels walking into the principal's office after an observation? So don't forget to breathe! Take a few deep breaths, put yourself into a growth mindset, and realize you are not supposed to be perfect or without areas needing improvement. Remember to be open to the process of the supervision and evaluation cycle.

Remember the teacher you coached a few weeks back? The conversation you worried about for two nights on how to give feedback you knew would help someone grow? Well, your supervisor is probably in the same space — we

are all more alike than different. As principals, we want to coach teachers — and as principals, we also want to be coached. This reciprocal process helps all of us grow into the leaders we aspire to be.

GIVE YOURSELF CREDIT!

You've completed an amazing year. The ups, the downs, the highs and the lows...you've done it! Take the time, prior to your evaluation meeting to reflect on the “wins.” Did your leadership impact student success? Take the time to give credit where credit is due (I know, often hard for leaders) — be prepared to share an anecdote or two with your supervisor about how you feel your leadership positively impacted students at the classroom level. Supervisors need to hear your leadership makes a difference on the student achievement in your building.

With so much attention given in our state to the evaluation and supervision of teachers and principals, don't add your own evaluation to the list of things you'll

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“get to.” Know your targets, collect your evidence and artifacts proving you're on track, and make yourself and your professional growth a priority. Supervisors are busy folks too — help the process along, by owning your leadership story and being prepared to celebrate a successful year! ■

AWSP Note: Did you enjoy this article? We hope so, because you'll be hearing much more from Gina as one of our new directors. See the News Briefs on page 6 for more on Gina and her upcoming role with AWSP.