Canyons Leadership and Administrator Support System
PROVISIONAL ADMINISTRATORS

Canyons School District's Board of Education recognizes and appreciates the efforts of Canyons District's educators in fulfilling the District mission that all students will graduate college- and career-ready and is committed to providing on-going support to promote educator professional growth.

GROWTH CYCLE	REMEDIATION PROCESS	MULTI-TIERED SUPPORTS
Administrators entering or returning to Canyons School District are placed on provisional status for a period of three (3) years and, as required by Utah State law, are evaluated annually using the Canyons Leadership and Administrator Support System (CLASS). CLASS consists of observations, administrator evidence, student growth, and stakeholder feedback. CLASS, for Provisional Administrators, has four ratings: Highly Effective, Effective, Emerging Effective, and Not Effective. All Canyons administrators are expected to be rated as Effective or Highly Effective; however, Emerging Effective is considered satisfactory for Provisional Administrators. Provisional Administrators should be rated Effective or Highly Effective by the end of Year 3. (See CLASS Multi-Tiered Supports Process.)	The Board authorizes the District Administration to develop and implement an evaluation process that is reasonable; fair; valid; reliable in measuring administrator effectiveness; compliant with state statutes, state regulations, and Canyons School District policy while measuring implementation of the Utah Educational Leadership Standards and the Canyons MTSS Framework.	CLASS purposes include ensuring every student receives high quality instruction; developing effective educational leaders; supporting instructional leaders in developing and leading practices that improves school climate and student progress; ensuring the appropriate management of resources; increasing the use of public practice applications; and providing feedback to educational leaders about instruction and leadership.

Provisional 1	Provisional 2	Provisional 3	Years 1, 2, and 3	Tiers 1 and 2

☐ Self-Assessment and Goal Setting	☐ Self-Assessment and Goal Setting	☐ Self-Assessment and Goal Setting	**Cycle 1**
			Leadership Quality Rating 1
			IF RATING IS: Emerging Effective, Effective or Highly Eff.
			    THEN: Advanced to next CLASS Cycle
			
			IF RATING IS: Not Effective
			    THEN: The following will take place:
			    • Tier 2 Supports
			    • Memo of Concern with Identified Assistance
			    • Notified that Employment is in Question
			    THEN: Proceed to Remediation
			
			Remediation: Repeat Cycle 1
			Leadership Quality Rating 2
			    IF RATING IS: Emerging Effective, Effective or Highly Eff.
			    THEN: Remediation Completed
			        • Advanced to next CLASS Cycle
			
			    IF RATING IS: Not Effective
			        THEN: The following will take place:
			        • Notified that Employment is in Question
				Tier 1 - Supports Examples
				    • CLASS Orientation
				    • CLASS Administrator Boot Camp
				    • CLASS Online Resources
				    • Administrator Mentor
				    • LIT Groups
				    • Leadership Meetings
				    • Professional Development (HYPE)
				
				Tier 2 - Supports Examples
				    • CLASS Online Resources
				    • Administrator Mentor
				    • LIT Groups
				    • Leadership Meetings
				    • Professional Development (HYPE)
				    • School Administrators
				    • School Performance Directors
				    • Human Resources Administrators

CLASS Induction Observations & Interviews CLASS Trainings: ☐ Self-Assessment and Goal Setting ☐ Management Checklist Other Trainings: ☐ CSIP and LandTrust ☐ PBIS - TFI/SET/EWS ☐ Analyzing Data ☐ CTESS Training & Certification	**Cycle 1** **Leadership Quality Rating (LQR)** Ethical Conduct Checklist* Meeting Facilitation Checklist* Observations & Interviews* CSIP and LANDTrust Plans^ Management Checklist^ PBIS - TFI/SET/EWS ☐ Lines of Evidence^	**Cycle 1** **Leadership Quality Rating (LQR)** Ethical Conduct Checklist* Meeting Facilitation Checklist* Observations & Interviews* CSIP and LANDTrust Plans^ Management Checklist^ PBIS - TFI/SET/EWS ☐ Lines of Evidence^		
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Summative Overall Rating (SOR) Leadership Quality Rating (LQR) ☐ Student Growth ☐ Stakeholder Feedback	**Summative Overall Rating (SOR)** Leadership Quality Rating (LQR) ☐ Student Growth ☐ Stakeholder Feedback	**Summative Overall Rating (SOR)** Leadership Quality Rating (LQR) ☐ Student Growth ☐ Stakeholder Feedback		

Black Text: Evaluator Responsibility   Green Text: Evaluatee Responsibility

* Completed again if deficiencies were identified in previous cycle.   ^Items identified as not meeting the Effective criteria on a standard are resubmitted as part of Remediation.   Revised 2017.05.15