

## **APPENDIX B FOR EVALUATION PROCESS FOR PRINCIPALS**

### **THE ROLE OF THE CONSULTING PRINCIPAL**

The purpose of the consulting principal role is to provide support for the principal (client). In order to accomplish this, the consulting principal meets initially with the community superintendent and, at the request of the community superintendent, the director of school performance to obtain information about the needs of the client. As soon as possible thereafter, the consulting principal meets with the client. The priority of the position is to provide sufficient time for effective interactions with the client. The consulting principal organizes a meeting with the client, the community superintendent, and the director of school performance at which the consulting principal facilitates the development of an improvement plan. This plan is the basis for identifying needs, providing support, establishing a timeline, and determining the measures by which the client is expected to meet standard.

The consulting principal is responsible for coaching and mentoring the client. The consulting principal provides direction and coaching with regard to the supports that are available from within MCPS and from outside sources. The consulting principal provides assistance to the client with regard to areas of need as identified on the improvement plan. The consulting principal helps the client set priorities and maintain a focus on improvement.

The consulting principal shall be responsible for the following:

- ◆ Making frequent visits with informal support
- ◆ Analyzing problems and suggesting options
- ◆ Identifying resources for the client principal
- ◆ Conducting two formal observations with post conferences each semester
- ◆ Providing written reports on the formal observations to the client and the community superintendent
- ◆ Communicating with the community superintendent and director of school performance regarding the client's progress
- ◆ Preparing quarterly reports to the Review Panel
- ◆ Making a recommendation regarding the client's status to the Review Panel at the end of the formal plan's timeframe

To accomplish this role, training is provided to the consulting principal based upon the knowledge, skills, and abilities outlined in the job description. A consulting principal shall be an experienced principal in MCPS and hired for the position of consulting principal for a three-year term. After this term, the consulting principal is expected to return to the principalship.