



Georgia Department of Education Leader KeysSM Analysis Form and Evidence Worksheets

Instructions for Using the Leader KeysSM Analysis Form and Evidence Worksheets

Work on the Leader KeysSM Analysis Form and Evidence Worksheets is done after Leader KeysSM Training and prior to the Pre-Evaluation Conference.

The Leader KeysSM Standards Summary file (available at www.gadoe.org/tss_teacher.aspx) is needed to complete this form.

The Leader KeysSM notebook (July 2010 edition) is also needed to complete this form.

The leader fills out the information at the top of the form.

The evaluator and the leader identify the Leader KeysSM standards for the year's focus.

The leader copies and pastes the selected standards from the Leader KeysSM Standards Summary file to the area marked "Selected Leader KeysSM Standards" in the middle of the form.

The leader uses the rubrics and evidence in the Leader KeysSM notebook to self-assess each of the selected standards. The leader records the performance level [Not Evident (NE), Emerging (EM), Proficient (PR), or Exemplary (EX)] in the "Self-Assessment" column on the left side of the form.

The evaluator determines the expected performance level (NE, EM, PR, or EX) for each of the selected standards and the information is placed in the "Expected Performance Level" column.

On the Evidence Worksheets, the evaluator and leader collaborate to list potential sources of evidence that will demonstrate successful implementation of each of the selected standards. These may include evidence examples beyond the Leader KeysSM notebook.

At the end of the evaluation period, prior to the Annual Evaluation Conference, the evaluator reviews the completed evidence and performance and scores each of the selected standards as NE, EM, PR, or EX in the "Annual Score" column on the right side of the form.



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Leader Name:

Position:

School/District:

Evaluator Name:

Position:

School Year:

Leader KeysSM Analysis Form

Self- Assessment	Expected Performance Level	Selected Leader KeysSM Standards	Annual Score



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Leader KeysSM Evidence Worksheets

**Insert selected standards and list sources of evidence that will demonstrate successful implementation.
Insert date when evidence has been submitted to the evaluator.**

Standard		
Evidence		Date:
Evidence		Date:
Evidence		Date:
Standard		
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