



SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Office of Human Resources

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SCSD Principal Observation Timeline

This chart outlines the frequency and duration of Principal observations. Note that there are differences depending on whether a Principal is tenured or probationary.

Tenured principals have a minimum of 1 announced observation by a lead evaluator and 1 unannounced by an independent evaluator.

Probationary principals have 2 observations by a lead evaluator 1 will be announced and 1 unannounced. Probationary principals will also have 1 unannounced by an independent evaluator.

	Observation/ School Visit of Tenured Principals = 2	Observation/ School Visit of Probationary Principals = 3
Minimum number of observations	Supervisor: 1 announced ¹ Independent Evaluator: 1 unannounced Peer Observer: None	Supervisor: 1 unannounced Supervisor: 1 announced Independent Evaluator: 1 announced Peer Observer: None
Duration	Observational visit will be at least 90 minutes each during the teacher day and/or during a scheduled evening or weekend building activity. Evening and weekend observations will occur only when mutually agreeable. During these visits, the observers shall directly observe the work of the principal for a minimum of 30minutes and shall devote a minimum of 30 minutes for review and discussion of any documents provided by the principal.	
Lead Evaluator/Supervisor	School Assistant Superintendent or Designee ²	School Assistant Superintendent or Designee ²
Independent Evaluators	Superintendent, Assistant Superintendent or Designee ²	Superintendent, Assistant Superintendent or Designee ²

SCSD Principal Observation Timeline

- The SCSD Building Leadership Framework, 2016 version, will be the District's evaluation tool for all building principals.
- All observations should be completed and confirmed by June 1st on the platform.
- The Office of Human Resources will be monitoring these expectations/observation timeline and updating you on your progress

Date to be completed by:	Principal Observation Timeline:
October 1	Principal observations begin
October 31	1 st observation for Probationary principals completed
December 15	1 st observation for Tenured principals completed
January 31	2 nd observation for Probationary principals completed
March 15	2 nd observation for Tenured principals completed
May 1	3 rd observation for Probationary principals completed
June 1	All observations completed and confirmed