

## School Leadership Instructional Time Form SY15-16





School Leadership time is critical to successful schools, therefore, assistant principals' presence on campus will help maximize school leadership time. The Virgin Islands Department of Education (VIDE) includes school leadership time as one of the measures within the assistant principal evaluation process. School Leadership time is indicated by an assistant principal's attendance and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory, 1= Unsatisfactory

The **principal completes the School Leadership Time Form** based on the assistant principal's record of attendance and submits it **BEFORE** the assistant principal's **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal](#).

### Attendance

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
			
13 or more absences	9-12 absences	5-8 absences	0-4 absences

**TOTAL SCHOOL LEADERSHIP TIME SCORE:**

Attachment #1

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Attachment #2

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Attachment #3

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