The Principal as Instructional Leader in Data Team Process Rubric

		☑
Exemplary	All Proficient criteria plus:	
	Working closely with district coordinators, the principal articulates and supports the connections between the district curricula and the State Standards.	
	The principal reviews minutes of the meetings and gives written feedback to the teams for reflection.	
	The principal encourages collaborative lesson planning.	
	The principal ensures that information gained from the data team process is used to differentiate and tier instruction for SRBI.	
	The principal uses student data to inform decisions about Professional development	
	The principal attends one data team meeting per month	
	The principal ensures fidelity to the DDDM/DT process.	
	Successes are celebrated, explained and replicated.	
	The principal ensures that meetings are videotaped so that all members can engage in reflection of the process.	
	The principal chairs the school data team that meets monthly.	
Proficient	All criteria below:	
	The principal ensures that teachers are trained either internally or externally in the data team process	
	The principal schedules so that instructional data teams meet at least twice a month.	
	The role of the instructional team leader is assumed by a teacher.	
	The principal expects that the teams will adhere to the data team protocol including norms, roles, agendas and the five-step process, i.e. 　1. Collecting and Charting Data 　2. Analyze Data and Student Work 　3. Set SMART goals 　4. Select Effective Teaching Strategies 　5. Determine Results Indicators	
	The principal expects that team members come with disaggregated data and student work.	
	The principal is knowledgeable about CFA's and ensures that they are an integral part of the work.	
	Instructional strategies are agreed upon and are based on the data.	
	Principal monitors the implementation of the agreed upon strategies through observation and artifacts (lesson plans and student work)	
	The principal monitors the data team process (attends meetings, reads minutes, provides feedback)	
	The principal monitors that the DDDM/DT process informs lesson planning.	
	The principal is perceived as a supportive, knowledgeable resource.	

	The principal makes space available for teams to post and maintain data walls.	
	Minutes are stored and accessible to all teams.	
Basic	At least 7 of the criteria for proficiency are met	
Beginning	Fewer than 7 of the criteria for proficiency are met	