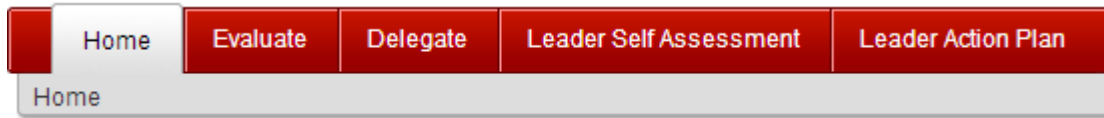


# Leadership Evaluation Walk-Through

1. Go to: <https://apex.slcschools.org/ecaps> log in and click on the Evaluate Tab



2. Select the school leader you wish to evaluate

The screenshot shows the 'ADMINISTRATOR REVIEW' form. The 'Administrator Name' is 'HALL, DANIEL L'. The 'Leader' field is a dropdown menu currently set to '--Make Selection--'. The 'Leader Type' section has radio buttons for Career Leader, Provisional Leader, First Monitoring, Mid-Year Evaluation, Second Monitoring, and Year-End Evaluation. The 'Evaluation Type' section has radio buttons for Mid-Year Evaluation, Second Monitoring, and Year-End Evaluation. The 'Evaluation Date' field is empty and has a calendar icon next to it. An arrow points to the 'Leader' dropdown menu.

3. Select career or provisional leader

4. Click the correct evaluation type and

5. Enter the date you start the evaluation using the calendar icon

The screenshot shows the 'Standard 1: Visionary Leadership' evaluation table. The table has four columns: Supervisor, Leader, Evidence, and Evidence Noted. The 'Supervisor' column contains three items (A, B, and C) with their respective descriptions and radio button options for Rudimentary, Emerging Effective, Effective, and Highly Effective. The 'Leader' column has 'Effective' written next to each row. The 'Evidence' column has radio buttons for O (Observed), D (Demonstrated), and I (Interview). The 'Evidence Noted' column has empty text boxes for each row. An arrow points to the 'Effective' label in the first row.

Notice the 72 indicators from the Leadership self-assessment have been condensed to 18 performance expectations. The ratings from the self-assessment have been averaged to reflect the “leader” evaluation shown here you can see the administrator’s complete self-assessment and action plan by clicking the appropriate tab at the top of the page

When giving a rating in a specific field you need to indicate what type of evidence you have to back up the rating being given. Evidence must be Observed (O) Demonstrated (D) or talked about in an Interview (I) either with the leader or with other people in the educational community. There is also a note box for you to use to help remember where the evidence came from if necessary.

Remember to save by clicking the “Create” button at the bottom for the first time, and “Update” each time a revision is made. Call Logan with any questions – 801-578-8298 [logan.hall@slcschools.org](mailto:logan.hall@slcschools.org)