

! Review the “Step D: Discuss” and “Step E: Plan” sections of the manual before using this tool.

Tool 4: Instructional Feedback Rating Summary

Instructions: Use this tool as the last step in reporting the results of the observation. The observation rating for each indicator is 1–4, with the caveat that the instructional feedback observation accounts for only a portion of a principal’s overall performance evaluation. Review the scores you entered for each indicator in **Tool 3: Performance Level Rubric and Rating Form**, and mark the corresponding checkboxes below. (If you are unable to rate a principal on a particular behavioral indicator, please mark the “not enough information” option on the rating.) Then determine the principal’s final overall rating for instructional feedback and enter that rating in the last line of the chart. The tool also includes space for the optional principal’s self-rating, evaluator’s comments, and principal’s comments.

Indicator	1 Basic	2 Developing	3 Proficient	4 Distinguished	Not Enough Information	Principal’s Self-Rating
1 Evidence Use						
2 Professional Interactions						
3 Differentiated Questioning						
4 Leading Conversations						
5 Written Feedback						
Final Rating						

Principal’s Comments (Optional):

Principal’s
Signature:

Date:

Evaluator’s Comments (Optional):

Evaluator’s
Signature:

Date: