

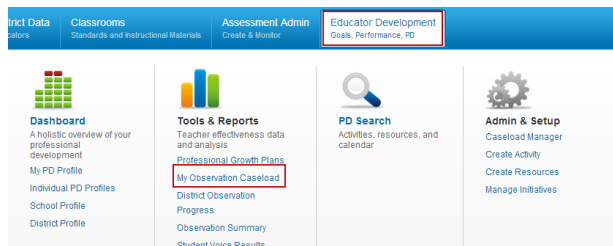
CIITS: Capturing Principal Performance Ratings Quick Reference Card

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To conclude the PPGES pilot, an interim solution has been created in CIITS to submit pilot data to the Kentucky Department of Education.

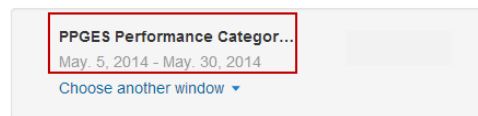
Follow these steps to capture the principal performance ratings:

1. Roll your cursor over **Educator Development** on the navigation bar and click **My Observation Caseload** under Tools & Reports



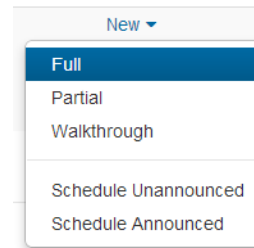
2. Verify that you see the following window designated on your screen, **PPGES Performance Category**.

My Observation Caseload



Times
 Educator ^ School o Observed o Details

3. The caseload that appears has been loaded in CIITS based upon participation information received for the PPGES Pilot. Select a Principal's name from the list and click **New > Full**



4. The Principal Performance template will display. **Select a rating** for each standard.

PPGES - Instructional Leadership

PPGES.1 : Instructional Leadership- The principal fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to student academic growth and school improvement.



Professional Practice

- 1 = Ineffective
- 2 = Developing
- 3 = Accomplished
- 4 = Exemplary

Student Growth

- 5 = Low Growth
- 6 = Expected Growth
- 7 = High Growth

5. **Submit Final** once you have selected a rating for each standard.

