

Setup Process

You Choose the Rubrics. You Select the Competencies. SuperEval Facilitates the Rest.

SuperEval is a customizable platform supporting school leadership team evaluations. Our setup process is broken into six steps defined below.

1

Determine Users

Select who will be evaluated using SuperEval within your school or district.



Evaluation Types

- Superintendents
- Principals & Assistant Principals
- School Board
- Building-Level Administrators
- Central Office Administrators
- Support Staff

2

Designate Roles

Decide if you'd like to designate your district clerk or executive assistant as users in your account.



District Clerk: The district clerk role has oversight of the evaluations and is able to reset user passwords, update individual account information, and impersonate users to work on their behalf.



Executive Assistant: The executive assistant role allows for the superintendent to have an extra individual helping them to complete their evaluation.

3

Select Rubrics

With more than a dozen rubrics available, the choice is yours for which instrument will be used for each evaluation within our SuperEval platform.



- NYSSBA
- Thoughtful Classroom
- NYSCOSS
- ASBO Rubric for Business Officials
- Framework for Reflection and Growth
- MPPR
- CoSN Rubric for CTOs
- And many more!

4

Select Competencies

Customize each rubric by selecting the competencies on which that individual will be evaluated.

Competency Options	Competency Selections
✓ Competency 1	✓ Competency 1
✓ Competency 2	✓ Competency 2
Competency 3	✓ Competency 3
Competency 4	
✓ Competency 5	

5

Define Dates

Set due dates for specific steps of the evaluation process.



Establish Annual Goals



Submit Self-Evaluation, Reflections & Evidence



Evaluator(s) Consolidate Evaluation



Year-end Review and Conversation

6

Start Evaluating

The evaluation process differs slightly for each evaluation type, but the core process remains the same: Define annual goals, conduct a self-assessment, reflect on your professional practices, assemble a leadership portfolio, driving meaningful conversations through this process!

Get started at [SuperEval.com](https://www.SuperEval.com)