

Assistant Principal Competency Rubric

Instructional Leadership

1. Achievement Focus and Results Orientation

Element	Requires Action	Progressing	Accomplished	Exemplary
a. Holds self and others accountable for high academic achievement of all students.	Sets low achievement expectations for students or does not focus on achievement for every student. May make excuses or rationalize low student performance.	Articulates personal accountability for high academic achievement for most students, and communicates the same standard to teachers and staff. Focuses on attaining learning gains for most students.	Demonstrates personal accountability for high academic achievement for all students, and works directly with the principal to hold teachers and staff to the same standard. Takes deliberate action to attain learning gains for every student. Models daily actions that support the school vision.	ACCOMPLISHED PLUS... Focuses relentlessly on student outcomes and successfully supports teachers and staff to achieve dramatic learning gains for every student. Champions the school vision in all words and actions.
b. Sets challenging goals. Demonstrates persistence and overcomes obstacles to achieve goals.	Does not support teachers in setting goals or teachers' goals may be vague, lack rigor, or not align with challenges or needs. May give up in the face of adversity.	Is sometimes successful at helping teachers set challenging student outcome goals. Persists and overcomes anticipated obstacles, but may have difficulty managing unexpected adversity.	Helps teachers set, monitor, and achieve challenging goals based on student outcomes. Anticipates, adapts, and persists in the face of obstacles and responds in a positive, solutions-oriented manner.	ACCOMPLISHED PLUS... Models for teachers how to overcome obstacles and be resourceful and innovative to increase student achievement.
c. Exhibits a commitment to equity and creates a collective sense of urgency to close achievement gaps and prepare all students for college and career success.	May avoid conversations about student achievement gaps in their school. Is unable to generate a sense of urgency in others to close achievement gaps.	Has some comfort engaging others in conversations about equity gaps, but may not initiate conversations or confront others' preconceptions about race, culture, class, or other differences among students. Communicates the importance of closing achievement gaps, with mixed results in generating a sense of urgency among stakeholders.	Effectively initiates, engages in, and models courageous conversations about equity gaps and implements strategies to eradicate inequities in their school.	ACCOMPLISHED PLUS... Works collaboratively with the principal to generate a shared sense of urgency among teachers, staff and the community to close achievement gaps and prepare all students for college and careers.

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Instructional Leadership

2. Instructional Expertise

Element	Requires Action	Progressing	Accomplished	Exemplary
a. Conducts high-quality classroom observations, identifies effective teaching practices, and understands pedagogy that results in improved student learning.	Rarely conducts classroom observations or observations are not strategically focused. They are scheduled for compliance purposes. Does not accurately assess teacher performance.	Occasionally conducts strategically focused classroom observations. Most observations are scheduled based on timelines and requirements although some walkthroughs are completed throughout each week with limited feedback given. Accurately assesses teacher performance.	Regularly conducts strategically focused classroom observations and walkthroughs that are based on the needs of teachers. Observation schedule allows for ongoing feedback and growth for teachers. Understands pedagogy and accurately assesses teacher performance.	ACCOMPLISHED PLUS... Spends a significant amount of time conducting classroom observations and walkthroughs that are strategically planned to provide a system of support to every teacher. Has an in-depth knowledge of pedagogy and strategies for improving instructional practices.
b. Uses data to differentiate and prioritize instructional supports and interventions and supports teachers in using data to differentiate instruction.	Rarely supports teacher use of data to guide grouping or re-teaching strategies. Inconsistently holds teachers accountable for analyzing student work and data and rarely attempts to ensure that instruction is differentiated based on student need or that students receive appropriate interventions.	Attempts to develop teacher ability to analyze data to identify content that students did not learn and guide grouping and re-teaching strategies. Inconsistently holds teachers accountable for analyzing student work and data.	Supports and develops teacher ability to analyze quantitative and qualitative data to identify content that students did not learn and guide grouping and re-teaching strategies. Holds teachers accountable for analyzing student work and data to determine appropriate differentiations and interventions.	ACCOMPLISHED PLUS... Builds the capacity of individual teachers and teacher teams to effectively and consistently use multiple sources of data to identify content that students did not learn and guide grouping and re-teaching. Works with the principal and school teams to make frequent updates to the intervention plan for students or sub groups not making progress.
c. Ensures students master Florida standards by aligning curriculum, instructional strategies, and assessments.	Allows teacher use of a curriculum that is not aligned to college readiness standards and allows staff use of misaligned lesson and units that are disconnected from year-end goals.	Develops and supports the implementation of standards-based curriculum. Attempts to align to Florida Standards to meet student learning needs and encourages teachers to analyze standards, curricula, and aligned assessments to develop and implement their own lesson and unit plans.	Engages with the leadership team and other key staff in developing, adapting and implementing curriculum aligned to Florida Standards. Leads analysis of standards, curricula, and aligned assessments to develop and implement standards-based lesson and unit plans linked to year-end goals.	ACCOMPLISHED PLUS... Builds the capacity of teachers to effectively develop, adapt, and implement rigorous curriculum aligned to the Florida Standards to effectively address all students learning needs as well as analyze standards, curricula and aligned assessments to develop and implement standards-based lesson and unit plans linked to year-end goals.

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Human Capital Management

3. Managing and Developing People

Element	Requires Action	Progressing	Accomplished	Exemplary
a. Provides clear expectations for staff performance and communicates success and needed improvements regularly.	Does not clearly communicate performance expectations to teachers and staff.	Communicates basic performance expectations for teachers and staff, but does not consistently link expectations to student outcomes. Communicates expectations to teachers and staff and applies rules inconsistently. Does some monitoring to track progress.	Clearly explains performance expectations to teachers and staff and consistently holds them accountable for meeting them.	ACCOMPLISHED PLUS... Recognizes individuals who consistently meet performance expectations and supports those who need improvement.
b. Uses multiple methods to assess teacher and staff effectiveness and provides timely, targeted, and actionable feedback.	Uses minimal evidence or relies on perception to assess teacher and staff effectiveness. Feedback to teachers and staff may not be timely, frequent, or actionable.	Uses limited data sources or evidence to assess teacher and staff effectiveness. Provides specific and timely feedback to teachers and staff, but feedback may not include action steps or may not result in improved practice.	Uses multiple data sources and evidence to assess teacher and staff effectiveness. Regularly incorporates specific data and examples to provide timely, targeted, and actionable feedback, resulting in improved practice.	ACCOMPLISHED PLUS... Engages in regular dialogue with teachers and staff about their development. Consistently provides manageable feedback that supports learning and results in improved practice.
c. Uses student and observation data and disaggregates school data to plan and target job-embedded professional development and support for teachers.	Rarely differentiates professional development or supports for teachers based on teacher-specific data trends, strengths or growth areas.	Considers teacher-specific data trends, strengths, or growth areas in determining professional development and supports for teachers but may not effectively differentiate coaching and supports.	Works with the leadership team to regularly disaggregate data to identify teacher-specific trends, strengths, and growth areas. Uses data to provide differentiated, job-embedded professional development and determine the most impactful supports for each teacher.	ACCOMPLISHED PLUS... Actively supports effective induction for new teachers.
d. Distributes and develops staff leadership and builds teacher teams able to advance teaching and learning.	Rarely provides leadership opportunities and allows ineffective or misaligned staff to serve in leadership roles.	Provides leadership opportunities to teachers who express interest. Attempts to support their development in leading other adults.	Identifies effective teachers and provides them with leadership opportunities. Supports the development of teacher leaders.	ACCOMPLISHED PLUS... Actively provides meaningful leadership opportunities to effective teachers. Mentors and supports teacher leaders in leading other adults.
e. Exhibits effective	Does not proactively identify or	Accurately assesses candidate	Proactively anticipates potential	ACCOMPLISHED PLUS...

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Element	Requires Action	Progressing	Accomplished	Exemplary
recruitment, interview, and selection skills that lead to quality hiring decisions.	recruit high-potential candidates to support the filling of school vacancies. Inaccurately assesses candidate competencies. May allow personal relationships to influence staffing recommendations.	competencies but may not consider school-specific needs in recommendations.	teacher turnover and shares staffing needs with the principal. Supports the recruitment and screening of high-potential candidates for each vacancy. Effectively assesses candidate competencies to hire candidates that match school needs.	Builds networks with district staff and other schools to identify and recruit high-potential candidates. Supports the grooming of future school teachers from intern and substitute pools.
f. Effectively assigns teachers to classes and provides quality onboarding experiences for new teachers. (Only for certain AP groups)	Rarely assesses qualifications when placing teachers; allows teachers to remain in specific grades and content areas regardless of their impact. Does not take ownership of new teachers.	Recommends placement of teachers in grades and content areas based on qualifications. Supports new teachers through a school level induction process.	Recommends placement of teachers in grade level and content areas based on their qualifications and demonstrated effectiveness. Supports an ongoing process in place to onboard and support the development of new teachers.	ACCOMPLISHED PLUS... Recommends the assignment of highly effective teachers to students most in need; capitalizes on the strengths of existing staff by teaming them with new teachers.

Organizational/System Leadership

4. Culture and Relationship Building

Element	Requires Action	Progressing	Accomplished	Exemplary
a. Establishes collaborative relationships with internal and external stakeholders to achieve objectives.	Does not listen to or recognize stakeholder concerns that impact collaboration. May alienate or disengage stakeholders when working to achieve objectives.	Listens to others in an attempt to understand their perspective. Empathizes with others' point of view. Builds collaborative, respectful relationships but may not engage some stakeholders.	Actively listens to others and seeks to understand and address their perspectives and needs. Treats others with dignity and respect. Builds and maintains strong, collaborative relationships with internal and external stakeholders to achieve objectives.	ACCOMPLISHED PLUS... Supports a climate in which stakeholders treat one another with dignity and respect. Builds coalitions with stakeholders at all levels to achieve collaborative goals.
b. Creates a positive and safe environment for teachers, students, families, and the community.	Sends inconsistent messages about the school's values and behavioral expectations and inconsistently applies positive and negative consequences. Provides inadequate support for students' social and emotional development needs and fails to	Communicates the school's values to staff and students and implements a code of conduct for students attempting to fairly apply positive and negative consequences. Provides some support for student's social and emotional development and	Translates the school's values into specific expectations for adults and students and ensures staff explicitly teaches expectations to students. Implements systems to ensure the code of conduct and positive and negative consequences are consistently and fairly implemented.	ACCOMPLISHED PLUS... Builds the capacity of staff and students to translate the school's values into specific expectations for adults and students. Tracks discipline data to ensure equitable application of positive and negative consequences and that

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Element	Requires Action	Progressing	Accomplished	Exemplary
	ensure that the school environment is safe.	supports meaningful connections between students and adults. Manages a school environment that is safe.	Works with the leadership team to support students' social and emotional development. Respects and values each student in the school. Fosters strong connections among students and adults. Ensures that the school environment is safe and secure.	consequences support students in changing behaviors. Builds the capacity of staff to support and enhance students' social and emotional development and ensures that each student is valued through systems that foster and facilitate strong connections with other students and adults. Continuously assesses systems to ensure the school environment is safe and secure.
c. Resolves conflict in a direct but constructive manner, seeking "win-win" solutions.	Does not resolve conflict or does so in an indirect, abrasive, or destructive manner. Avoids difficult conversations.	Anticipates challenges but does not manage conflict to effective resolution or vice versa. Is willing to have difficult conversations but is not always successful. Sometimes operates in a negative and reactive mode when dealing with conflict.	Anticipates and effectively manages conflict through consistent dialogue with stakeholders. Proactively resolves disagreements and identifies "win-win" solutions. Exhibits willingness, courage, and skill to have effective difficult conversations.	ACCOMPLISHED PLUS... Models for teachers to directly resolve conflict wherever possible. Helps stakeholders understand shared goals and other perspectives. Engages stakeholders in problem resolution.
d. Embraces diverse viewpoints and solicits stakeholder input in decision-making.	Does not consider diverse perspectives or may have difficulty leveraging differing points of view to improve decision-making. May be dictatorial or overly conciliatory.	Considers other perspectives. May seek stakeholder input but moves ahead with own decisions or becomes paralyzed by trying to reach consensus or appease others.	Seeks and considers diverse perspectives. Actively solicits stakeholder input in order to make informed decisions that are in the best interest of students.	ACCOMPLISHED PLUS... Supports a culture that respects diverse viewpoints in which teachers and staff routinely seek stakeholder input to make informed decisions. Is willing to make unpopular decisions in the best interest of students.
e. Communicates effectively with all stakeholders.	Does not proactively communicate with stakeholders. Does not articulate a clear point of view or attempt to tailor messages. May communicate conflicting messages to stakeholders. May lack professionalism.	Communicates with some stakeholders. Communication may not be clear, concise, or tailored to various stakeholders. Maintains a professional demeanor but may lack poise or confidence under pressure.	Communicates regularly and effectively with all stakeholders. Articulates a clear point of view in a coherent, concise, and compelling manner. Tailors message for each audience, context, and mode of communication. Exhibits poise and professionalism, even when under pressure.	ACCOMPLISHED PLUS... Creates proactive communication channels for all stakeholders and guides teachers and staff to do the same.
f. Motivates, inspires,	May disempower others or	Attempts to engage others and	Engages others and builds ownership	ACCOMPLISHED PLUS...

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and moves other adults to feel ownership and take action.	cause others to disengage. Lacks leadership or strategies to move adults to action.	build ownership for outcomes, but is only sometimes successful. Sets an optimistic tone with stakeholders but may not successfully move other adults to take action to achieve goals.	for outcomes. Motivates, inspires, and moves other adults to take action to achieve ambitious goals.	Shares leadership appropriately. Develops teacher capacity to motivate, inspire, and move other adults to take action to achieve ambitious goals.
g. Regularly reflects, accurately assesses own strengths and growth areas, seeks feedback, and professional development to improve.	Does not reflect. Inaccurately assesses own strengths or growth areas. Demonstrates limited awareness of impact on or perception by others. May become defensive when receiving feedback. Only takes limited action to grow.	Sometimes reflects and identifies some strengths and growth areas. Demonstrates some awareness of impact on and perception by others. Sometimes solicits performance feedback. Pursues development opportunities, but may not prioritize opportunities aligned with growth areas.	Regularly reflects on and accurately assesses own strengths and substantive growth areas. Demonstrates awareness of impact on and perception by others. Regularly solicits and incorporates performance feedback. Pursues development opportunities to improve in growth areas.	ACCOMPLISHED PLUS... Proactively solicits “360-degree” feedback from others and uses information to prioritize own development goals. Adapts communications and actions to improve impact on and perception by others. Demonstrates continual improvement.

Organizational/System Leadership

5. Problem-Solving and Strategic Change Management

Element	Requires Action	Progressing	Accomplished	Exemplary
a. Collects, analyzes, and uses multiple forms of data to make decisions.	Uses data inconsistently or has difficulty understanding or using data to inform decision-making.	Collects and analyzes different sources of data. May have difficulty identifying the most salient data to inform decision-making. Some decisions may not align with or support findings.	Collects, analyzes, and draws meaningful conclusions from multiple forms of quantitative and qualitative data (e.g., teacher, classroom, and student-level data) to inform short- and long-term decision-making.	ACCOMPLISHED PLUS... Regularly shares data findings with stakeholders.
b. Identifies problems, analyzes root causes, and develops effective strategies to resolve issues.	Does not accurately identify problems or prioritize the most critical issues to increase student achievement. Strategies may not address critical issues.	Identifies problems and attempts to diagnose root causes with varying success. Occasionally prioritizes the most critical issues. Develops partially effective strategies or strategies that address only part of the issue.	Effectively identifies problems. Analyzes complex issues to accurately diagnose root causes. Prioritizes the most critical issues, and develops effective strategies to resolve those issues.	ACCOMPLISHED PLUS... Anticipates problems before they occur. Regularly leads teachers in a process to understand root causes of issues and help develop effective strategies to resolve them.
c. Develops and implements effective action plans,	Develops action plans that do not address identified issues. Has difficulty anticipating risks,	Develops action plans to address identified issues, but may focus solely on the big picture or get	Develops and implements clear action plans that address weekly and monthly milestones to address identified issues,	ACCOMPLISHED PLUS... Reflects on past practice and incorporates lessons learned in

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anticipates risks to achieving goals, and adapts to changing circumstances.	and may become surprised or frustrated when things do not go according to plan. Rarely monitors implementation.	stuck in the details and lose sight of the goal. Sometimes anticipates and prepares for potential risks and challenges. Monitors progress.	demonstrating the ability to balance the big picture with detailed steps to reach the end goal. Monitors progress and makes mid-course corrections, when needed, to ensure success.	future action plans.
d. Proactively plans and creates systems to accomplish school-wide goals.	Does not proactively plan or create systems to achieve school-wide goals.	Demonstrates some planning and organization. Creates systems that support school-wide goals.	Consistently demonstrates organization. Proactively plans and creates systems to achieve school-wide goals and sustainable solutions. Implements year-long planning, consistent day-to-day schedules and effectively manages professional time.	ACCOMPLISHED PLUS... Models organizational skills and systems thinking. Adapts systems to enable sustainable solutions over time.
e. Builds buy-in from diverse stakeholders and, overcomes resistance to advance school improvement.	Does not recognize the impact of change on others or attempt to manage resistance. Attempts to lead change by directing others and is unable to build stakeholder buy-in.	Sometimes recognizes the impact of change on others and works to manage resistance. Communicates the need for change to diverse stakeholders. Creates some short-term wins.	Recognizes the impact of change on others, and proactively anticipates and manages resistance. Helps others understand the need for change, and builds buy-in from diverse stakeholders. Creates short-term wins to build momentum and sustainability for longer-term change.	ACCOMPLISHED PLUS... Supports the principal in expertly managing change. Converts resistance to support by engaging concerned stakeholders and/or leveraging supporters to influence others.