



Wyatt Academy Elementary and Middle Schools

Request for Proposals, January 22nd 2018

Consulting Services for Principal Evaluation

Wyatt Academy seeks consulting services to support the annual performance reviews for its two principals, the elementary principal and the middle school principal. Details about the scope of work are included below.

School Background

Wyatt Academy has been operating as a public charter school in the Cole/Five Points area of Denver since 1998. As part of the public school system, Wyatt offers open enrollment to any and all children. Most of the students come from the neighborhood immediately around the school. In the 2017-18 school year, Wyatt decided to staff and oversee the elementary and middle school programs separately, in comparison to running the school as a single K-8 program. This change necessitated hiring two separate principals.

Principal Professional Skills Evaluation

Per Colorado Statute, the Wyatt Board of Directors has the primary responsibility to complete an annual performance evaluation for each of the principals at Wyatt Academy (e.g., the Elementary Principal and the Middle School Principal). The board has adopted an evaluation process and set of tools that align to the requirements of SB-191 and thus factor in student growth and academic performance as 50% of the overall performance evaluation for each principal. An additional 15% of the evaluation will be drawn from a staff perception survey that has already been designed and will be implemented by human resources. The final 35% of the principal evaluation will tie to an assessment of professional skills and practice. This portion of the evaluation will be guided by a rubric originally created by New Leaders and adapted slightly for Wyatt's purposes. Each principal will self-evaluate against this rubric. The board also seeks a consultant's support to complete an independent assessment using the rubric.

Expectations for the consultant's work are as follows:

- Conduct an initial kickoff meeting with the Principal where the Principal is asked to discuss their professional goals and provide artifacts and evidence that align to specific professional skills and competencies on the rubric (e.g., principal created PD materials, the school's UIP, sample teacher evaluations completed by the principal, communications from the principal to staff and families, etc.)
- Review artifacts and evidence from the principal, as well as the results of the staff perception survey, once available
- Spend up to 10 hours observing the principal conducting core functions such as leading a teacher PD session, observing and coaching a teacher, leading a data team meeting, interacting with parents, supporting effective MTSS processes and/or IEP processes, etc. These observations may occur over the course of several days, not necessarily all at once. Additionally, the consultant may seek video recordings of these activities from the principal to streamline the observation process.



- Conduct short interviews (e.g., 30 minutes) with 3 individuals who are managed by the principal (e.g., the Assistant Principal) or who receive direct coaching support from the principal. The Wyatt Board will provide suggested interviewee names.
- Prepare a completed evaluation, providing ratings at the indicator level and making notes about observed practices and evidences aligned to the rubric.
- Deliver the completed evaluation to the Wyatt Board's Committee for Principal Evaluation

The consultant is not expected to deliver the evaluation to the principals, nor meet with them to discuss the ratings. The Wyatt Board will synthesize the consultant's input with the principal's self-evaluation to finalize this portion of the Principal evaluation and then share it with the Principal.

Ideally, the same consultant would complete the review for both the elementary and middle school principals. However, Wyatt's Board will consider proposals from consultants to only perform one or the other evaluation.

Credentials and Qualifications

The consultant should have the following credentials and qualifications:

- Experience as a teacher and/or school leader within elementary and/or middle school
- Experience coaching and evaluating public school principals
- Familiarity with common frameworks used to evaluate effective principal practices (e.g., the LEAD framework that DPS uses or the framework from New Leaders, which is similar)
- An understanding of public charter schools
- Strong writing skills and professionalism

The consultant will be asked to sign a confidentiality agreement regarding this work product.

Proposal Contents & Timing

Consultants seeking to submit a proposal to complete this work should submit the following:

- Background information about their experience, addressing the credentials noted above
- Proposed approach to the scope of work, including how they will address the requirements noted in this RFP
- Timeline to complete the evaluation that ends no later than March 12th and begins no sooner than February 12th
- At least one professional reference that can speak to the consultant's ability to coach and evaluate public school principals
- Estimated cost and terms

Completed proposals are **due no later than February 5, 2018** and should be emailed to the Wyatt Academy Board Chair at Amy.Swieringa1@wyattacademy.org

Interested applicants may request a copy of the principal evaluation rubric from the Board's liaison, Kate.Mishara@wyattacademy.org