

Overview

The GLISI 360° 8 Roles Assessment is a tool to help you assess your competency around The 8 Roles of School Leaders™. Such 360° assessments are designed to help individuals grow, improve, and develop their skills through the perceptions of several individuals including your direct reports, direct supervisor, and you.

NOTE: This process can also be used to turn any paper-based self-assessment (such as the Rising Stars Cross-Cutting Skills Assessment) into a 360° assessment - simply by changing the column headings in the Excel spreadsheet provided (and by adjusting the due dates, participants, and resources as necessary).

Process

There will be a total of 7 respondents to the assessment. The assessment should be given to 5 members of your faculty/staff (if you are a Principal, one of the respondents should be your Assistant Principal) and your direct supervisor. You will also complete the assessment yourself. Only responses from your direct supervisor and you will be identifiable. Your direct reports' responses will be anonymous.

Follow these steps:

1. Make 6 copies of the appropriate The 8 Roles of School Leaders™ Assessment tool.
 - a. If you are a Principal, use the School Leader version (blue).
 - b. If you serve at the District Level, use the District Level version (pink).
2. Identify a person who will help you collect the completed surveys.
3. Identify the date by which you must collect the completed surveys.
 - a. You have 2 weeks* to complete the entire process including analysis of the results - work backwards to decide by when you need the completed surveys returned to you. **(Your due date will be provided by your Lead District Representative.)*
4. Distribute the copies to those people you wish to complete the survey. You can assure them that (with the exception of your direct supervisor) you will not be able to identify which assessment came from any individual.
 - a. Distribute 1 copy to your direct supervisor. Write "Supervisor" on their assessment to ensure that you know which answers are theirs in the final analysis.
 - b. If you are a Principal, distribute 1 copy to your Assistant Principal.
 - c. Distribute the remaining copies to people who report directly to you - see the last section of this document for suggestions on how to select who should participate.
5. Tell each participant the date by which they must complete the survey, and to whom they will return it.
Don't forget that you must also complete the assessment about yourself.
6. On the due date, have your identified helper collect the completed surveys, and give them to you without any marks that identify who completed which form.

7. Input the data from each of the 7 completed assessments into the Excel spreadsheet provided through the LeaderTracker™ system.
 - a. Return the completed Excel spreadsheet by the due date* via email to your Coach and to your Cohort Leader (JoAnn Brown or Midred McCoy). **(Your due date will be provided by your Lead District Representative.)*

Deadline

You have 2 weeks to distribute, collect, and analyze the assessments. Once you have completed the tasks and your analysis, send an electronic version of your report in the Excel spreadsheet to your coach and copy your cohort leader (JoAnn Brown or Mildred McCoy – Clayton County). They are due April 24th, 2009.

Resources

All documents needed for this work will be uploaded to the Power of 100™ group in the LeaderTracker™ system. You will be able to access this instruction sheet, the assessment, and also the Excel sheet in the “group files” section of LeaderTracker™. The assessment form is also attached to this sheet and will need to be copied 6 times for use with your respondents.

Suggestions for Selecting your Direct Reports

The assessment’s accuracy and helpfulness is a result of which direct reports you select to complete the assessment. Do not select your best friends, biggest champions, or even biggest challengers. The people you select to participate must represent a range of experience, expertise, and personalities. GLISI suggests picking 1 beginning teacher, 1 mid-level experienced teacher, 1 highly experienced teacher, and 2 others that are representative of your school’s environment and culture.