

School Leadership Time Form SY15-16

Leadership time is critical in leading schools and improving morale, therefore administrators need to be present on campus. The Virgin Islands Department of Education (VIDE) includes school leadership time as one of the measures within the principal evaluation process. School Leadership time is indicated by a principal's attendance as reported in TimeForce, Time-sheets or Payroll Records and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied: 4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory, 1= Unsatisfactory

The superintendent completes the School Leadership Time Form based on the principal's record of attendance in TimeForce, Time-sheets or via Payroll Records and submits it BEFORE the principal's Final Summative Evaluation meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal](#).

Attendance

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 or more absences	9-12 absences	5-8 absences	0-4 absences

Justification

Enter any comments related to the absences.

Total School Leadership Time score is the attendance score.

TOTAL SCHOOL LEADERSHIP TIME SCORE:

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Attachment #2 [Delete](#)
Attachment #3 [Delete](#)

If the attachment will not upload properly, [click here](#) to try the alternate version.