

## TOP 10 STRATEGIES FOR HR TO SUPPORT PRINCIPALS IN PERFORMANCE MANAGEMENT

<b>Purpose</b>	This tool lists ten top ways that HR can support principals in strategically managing performance at the school level. Districts can use this tool when considering new performance management services that will add value to principals.
<b>Intended User(s)</b>	HR/HC Chiefs and Performance Management Teams

To strategically manage performance in schools, principals should: 1) understand current teacher performance, 2) recruit and hire strategically, 3) retain and leverage top performers, 4) grow teacher practice, and 4) exit the lowest performers. HR can – and must – play a key role in supporting principals in these efforts. Below are the top strategies HR should consider, along with resources available to support this work.

### Understand Current Teacher Performance

1. **Synthesize trends in teacher performance** (by performance standard, assignment, attendance, etc.) to identify relative areas of strength and growth needs in the school.
2. **Serve as a thought partner to principals**, using all data available, to codify where each teacher is in terms of performance and potential priorities for the next year.  
*Resources: Teacher Eval Systems: Using Your Evaluation Data; School-Level HR Planning Tools; Human Capital Walkthrough; ERS Data View & Talent Decision Planner*

### Recruit & Hire Strategically

3. **Meet with each principal each fall to discuss likely vacancies and implications** for upcoming recruitment needs. Discuss teachers likely to leave and retire, potential new positions the principal will pursue and brainstorm which positions have been difficult to fill in the past, along with key strategies to fill them.
4. Have principals observe and rate each student teacher and have **HR consider offering early contracts the highest-rated student teachers** (depending on district needs).  
*Resources: Sample Scorecard – Teacher; Early Hire Teacher Offer Letter; Diversity Conversation Starters*

### Retain & Leverage Top Performers

5. Provide a **one-page sheet with top strategies for principals to engage and retain** their top performers.
6. **Assist Principals in providing options for high-performing teachers to model instruction** for novice teachers.  
*Resources: DCPS – Retention Resource; School-level Retention Mapping & Strategies*

### Grow Teacher Practice

7. **Support embedded professional development** that aligns to individual and school-wide evaluation needs.
8. **Meet with principal supervisors to review regional and school trends** in teacher evaluation to inform key PD priorities for the next year.  
*Resources: ERS Data View & Talent Decision Planner*

### Exit Lowest Performers

9. Work with principals to **plan strategies for exiting low performing teachers**.
10. **Provide templates for every part of the district's due process and handle paperwork** for principals so they can focus on the strategic aspects of exiting low performers.  
*Resources: Sample Letters of Reprimand, Warning, or Concern; School-Level HR Planning Tools*