

**Educator Evaluation Model  
Supervision Chart**

<b>Location</b>	<b>Primary Evaluators</b>	<b>Supervisory Evaluator</b>	<b>Person(s) Evaluated</b>	<b>Dates for Submission</b>
School Committee	School Committee	n/a	Superintendent	Goal setting at October meeting Formative Assessment Report at February meeting Summative Report at May meeting Summative Evaluation in June
District and School Administration	Superintendent	n/a	Director of Curriculum, Instruction, and Assessment Director of Student Support Services Business Manager Athletic Director Principals	Goal Setting Prior to October 15th Formative Evaluation Meetings in February Summative Evaluation Meetings in May Summative Evaluations before June 30th
Schools and Programs	Director of Curriculum, Instruction, and Assessment	n/a	District Service Learning Coordinator Title I/Literacy Director	(see teacher evaluation process indicated below)
Drury High School	Principal	Team Leaders (Department Heads) Head Guidance Counselor Dean of Students Assistant Principal Special Education	Teachers, including Team Leaders, Head Guidance Counselor, School Adjustment Counselors, Special Education Coordinators, Athletic Coordinator, and the Dean of Students and	<u>One Year Plans (non-PTS and Directed Growth Plans):</u> Goal setting by October 15th; sign-off by October 30th First Observation by

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		Coordinators Athletic Director	Assistant Principal	November 15 Formative Assessment reports due by Wednesday after February break
Brayton Elementary School	Principal	Head Teacher Dean of Students Special Education Coordinators	Teachers, including Head Teacher, Special Education Coordinators, Academic Coach, Title I, and the Dean of Students	All reports to the Principal by ____ Summative Evaluation report due June 1st
Colegrove Elementary School	Principal	Head Teacher Dean of Students Special Education Coordinators	Teachers, including Head Teacher, Special Education Coordinators, Academic Coach, and the Dean of Students	<u>Two Year Plans (PTS teachers):</u> Goal setting by October 15th; sign-off by October 30th First Observation by December 15
Greylock Elementary School	Principal	Head Teacher Dean of Students Special Education Coordinators	Teachers, including Head Teacher and EL Teachers/Coordinator, Special Education Coordinators, Academic Coach, and the Dean of Students	Formative Assessment reports due by June 15th of Year 1 Summative Evaluation report due June 1st of Year 2
Early Childhood (PreK) Program	Director of Student Support Services	Special Education Early Childhood Coordinator Special Education PreK Coordinator	Teachers, including Head Teacher, Special Education Coordinators, and the Dean of Students	All reports to the Principal by ____ Summative Evaluation meeting prior to the end of the school year

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\*Itinerant teachers between schools will be assigned to the Principal as primary evaluator where the greatest teaching load is performed. The other building principal the teacher reports to will serve as supervisory.

\*\*The Director of Curriculum, Instruction, and Assessment can serve as a supervisory evaluator for any teacher at the request of the building principal or teacher to conduct observations and provide input to summative reports. The Director of CIA will provide input to instructional coaches evaluations.