

## Evaluators' EOY Responsibilities

1. Make sure you are on track to complete the required number of observations

Teacher/Plan type	Announced	Unannounced
1 <sup>st</sup> Year	2	2
2 <sup>nd</sup> & 3 <sup>rd</sup> year	0	2
PTS – Self directed	0	2
PTS – Directed growth	As specified in plan	Minimum 2 (or more as per plan)
PTS – Improvement plan	Minimum 1 (or more as specified in plan)	Minimum 4 (or more as specified in plan)

2. Best practice is to meet individually with each person you evaluate, go over what you have for evidence regarding their SMART goals or professional practice, and discuss additional evidence they may want/need to submit in demonstration of performance.

This work is a collaborative endeavor between educator and evaluator in support of professional goals and practice.

Reviewing lesson plans with the educators is recommended. Lessons reviewed should reflect a range of instruction across the year and the disciplines/courses/student groups the educator is responsible for. These conversations should focus on evidence, or lack thereof, of high quality lesson planning as a consistent practice.

If you have concerns that the evidence you have is indicative of less than proficient overall performance, make that clear during the meeting, and begin the observation cycle described in the contract if you have not already done so. Document the communication of your concerns after the meeting and share that with the educator.

3. Receipt of Evidence from the Educator

The dates for receipt of evidence are either May 15<sup>th</sup> (for Non-PTS educators and those on Directed Growth or Improvement Plans) or June 1 for all others.

Educators are required to submit evidence around progress towards their two SMART goals, and may be required to submit additional evidence around the four performance standards.

Extensions on evidence submission may be granted in the case of an extenuating circumstance,

at the evaluator's discretion, and must include a new due date. Requests should occur prior to the due date and will be considered without prejudice.

If an educator fails to submit evidence by the due date, an email is to be sent regarding the status. If evidence is submitted late without a prearranged extension, this fact should be considered in the Standard IV rating.

4. Only two report forms are relevant at the EOY: The Formative Evaluation Report and the Summative Evaluation Report.

### **Goals**

1. Restate the student learning or professional practice goal before discussing.
2. Explain how the evidence provided addresses their action steps and/or goal attainment. At a minimum, you must comment on their evidence toward goal attainment.

### **For Summative Evaluations: Standards/Elements**

1. Use the language of the rubric to describe performance.
2. Back up all claims with documented evidence and rationale. For example, if you are citing the educator for "designs lessons with measureable goals," reference specific observations or lesson plans that demonstrate that claim.

### **For Formative Evaluations**

1. Use specific comments to provide educators guidance on what they will need to produce/do to document proficient practice by the end of the next year. Provide feedback for improvement based on your review of the evidence for the current year. You do not need to provide the same detailed claims/evidence analysis as part of comments, as is required in summative evaluations.
2. Complete the rating sheet referenced on the following page:

**Mid-Cycle Rating:**

<i>Look up the last ratings and enter here</i>	Rating from Last Summative Evaluation	Maintain Rating for Formative Evaluation	Change Rating for Formative Evaluation
Standard I: Curriculum Planning and Assessment			Enter "X" in these cells to indicate that you want the same
Standard II: Teaching All Students			
Standard III: Family and Community Engagement			
Standard IV: Professional Culture		Enter a new rating (E,P,NI,U) if you think a rating should be changed	
<b>OVERALL RATING (Based on Standards and progress towards SMART Goals)</b>			

**Rating Guidelines**

5. Complete the Evaluation Ratings Cover Sheet (Excel document) to report all your ratings for all your educators on a single page.
6. Submit the evaluation rating cover sheet and evaluator reports to Ellen Sutherland by June 30.