EVALUATION UPDATE

Loose but Focused

Evaluation Tool

To Date:

☐ Ratified the evaluation language in our contract

☐ Moved over 50% of the staff into the new model

☐ Developed Smart Goals

☐ Started the process of looking at and reviewing rubrics

Next Steps:

☐ Training in collecting evidence

☐ Learning about the Self-Assessment

☐ Practice the use of this tool and refine our practice

Educators without PTS

- **In the first year of practice or first year assigned to a school:**
  - The Educator shall have at least one announced observation during the school year using the protocol described in section 11B, below.
  - The Educator shall have at least four unannounced observations during the school year.
- In their second and third years of practice or second and third years as a non-PTS Educator in the school:
  - The Educator shall have at least three unannounced observations during the school year.

Educators with PTS

- The Educator whose overall rating is *proficient* or *exemplary* must have <u>at least one unannounced observation</u> during the evaluation cycle for the 2012-2013 school year.

- The primary and supervisory evaluators <u>will complete the number of observations required to gather evidence to complete the appropriate rubric</u>.

Evaluation Cycle

Non-PTS

☐ Yearly for the first three years

PTS

☐ Two year cycle

☐ Formative Assessment may be ongoing.

☐ A mid-cycle when a Formative Assessment report is completed.

☐ Formative Assessment report is replaced by the Formative Evaluation report at the end of year one.

Observations

Unannounced Observations

- Unannounced observations may be in the form of partial or full-period classroom visitations or any other means deemed useful by the Evaluator, principal, superintendent or other administrator.

- The Educator will be provided with at least brief written feedback from the Evaluator within 3-5 school days of the observation. The written feedback shall be delivered to the Educator in person, by email, placed in the Educator's mailbox or mailed to the Educator's home.

Announced Observations

- All non-PTS Educators in their first year in the school, PTS Educators on Improvement Plans and other educators at the discretion of the evaluator shall have at least one Announced Observation.

- Pre-meeting, observation, post meeting format

A Walk Through

Normal supervisory responsibilities of department, building and district administrators will also cause administrators to drop in on classes and other activities in the worksite at various times as deemed necessary by the administrator.

Carrying out these supervisory responsibilities, when they do not result in targeted and constructive feedback to the Educator, are not observations as defined in this Article.

Time Lines: Loose but Focused

- 10/1 Evaluator meets with first-year educators to assist goal setting process.

- 10/15 Evaluator meets with Educators in teams or individually to establish Educator Plans

- 11/1 Evaluator completes Educator Plans

- 11/15 Evaluator should complete first observation of each Educator

- 2/15 Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator

- 5/1 Evaluator completes Summative Evaluation Report and meets with the NPTS Educator

- 5/11 Evaluator completes Summative Evaluation Report for the PTS Educator

Answers to YOUR Questions

- Who is evaluated this year?
  - Educators on years 1 and 3 (and non-professional status teachers) will be the first to become part of new two-year evaluation cycle.

- Are we still following the year 1, 2, 3, 4 cycles, or are those totally gone?
  - We have used the 1's and 3's above simply as a way to transition to the new system. As we roll this out, eventually each educator with professional status becomes part of a two-year cycle.

Answers to YOUR Questions

- Is email an appropriate / acceptable method of feedback?
  - Yes, according to discussions with the team who worked on evaluation language, email is an appropriate method of feedback.

- Can someone who isn't "my" evaluator (i.e. an AP) come in, observe, and then provide feedback that becomes part of my evaluation?
  - Yes, all administrators have the ability to evaluate.

Answers to YOUR Questions

- Will MCAS data be used in my performance evaluation?

    - At this time, MCAS will not be used in the performance evaluation; however, this is something that will become a piece of the evaluation in the future.

- Is there a defined process for providing the missing elements of the rubric when I get observed / evaluated?
    - We know that not everything can be seen in an observation. The evaluator will be responsible for looking at the first two standards, while the educator will be responsible for delivering information about the third and fourth standards.

Answers to YOUR Questions

- What exactly do we collect evidence on – everything or just material related to SMART Goals?
  - This is a collaborative process where educators work side by side with evaluators. To that end, it would be helpful to collect evidence that will strengthen the evaluator's understanding of your progress.

- Who uses the SISP?
  - Non-classroom educators