



Metropolitan School District of
WASHINGTON TOWNSHIP
“Superior Schools in a Supportive Community”

Nikki C. Woodson, Ph.D., *Superintendent*

MSDWT Evaluator Brief
July 27, 2016

Beginning of the Year Meeting With Teachers Prior to First Observations

Attached to this Evaluator Brief is the revised 2016-2017 Evaluation Information Power Point. This information should be reviewed with teachers prior to your first classroom observation of the year. Teachers should be allowed time to ask questions and receive clarification as needed prior to the first observation.

You are welcome to add slides that include the teacher/administrator assignments, or any other information specific to your school or department.

The [Teacher Evaluation Website](#) will contain the updated version of this presentation this week.

Test Security and Integrity – Teacher Training and Signatures

All certificated employees are required to complete the online Safe Schools acknowledgement of Testing Security and Integrity information. The Safe Schools sign of completes the teachers’ requirement related to **locally designed and administered tests**.

If teachers administer any state or national standardized tests (AP, IB, ISTEP, ISTAR, WIDA, IREAD, PSAT, SAT, or ACT), all requirements related to those assessments must be followed. This may include additional training or signatures required by the standardized test rules and protocols.

Again, the Safe Schools process only covers the locally designed and administered assessments.

Pre-Observation Conferences – Teachers in Their First and Second Year in MSDWT

Evaluators are expected to complete a Pre-Observation process for teachers in their first or second year of teaching in the MSDWT. There is an online Pre-Observation form in Standard for Success that teachers may be assigned. It is recommended that teachers and administrators use the SFS form. That way, there is an archive of the form and it may be referenced easily throughout the observation and evaluation process.

Additionally, it is recommended that evaluators meet in a Pre-Observation Conference with first and second year MSDWT teachers prior to the first formal observation.

Pre-Observation Conferences – Teachers in Their Third or More Year in MSDWT

Pre-Observation forms and Conferences are always considered a best practice. However, because limited time makes it difficult to complete conferences with all teachers, Pre-Observation forms and Conferences is optional for this group of teachers.





Metropolitan School District of
WASHINGTON TOWNSHIP
“Superior Schools in a Supportive Community”

Nikki C. Woodson, Ph.D., *Superintendent*

Evaluators may wish to assign Pre-Observation form requirements of all teachers, as this will give the evaluator a better picture of the teachers’ classroom make-up and goals.

If a teacher is struggling with a particular performance indicator or multiple indicators, evaluators may wish to assign a Pre-Observation form as well as a Pre-Observation Conference to assist the teacher with improvement.

Communicate Pre-Test Dates

If teachers in your subject area or grade level are expected to administer Pre/Post tests as part of the teacher evaluation Primary or Secondary measure, please make sure they are aware of the testing deadlines for the administration of Pre-Tests. Refer to the [Teacher Evaluation Guidebook](#).

It is extremely important for teachers new to the MSDWT to be informed of these dates and expectations.

Pre-Test Procedures

Evaluators should collect Pre-Test Copies from teachers. Pre-Test and Post-Tests should be collected and held for at least one year following the Post-Test.

Post-Test dates should be clearly communicated with teachers and a process to verify that all teachers have completed Pre-Tests and Post-Tests, collected the tests, and followed all required steps should be implemented. Refer to the [Teacher Evaluation Guidebook](#).

It is extremely important for teachers new to the MSDWT to be informed of these dates and expectations.

3rd Grade – Bucketing Procedures

All documents and presentations related to 3rd grade teachers’ bucketing procedures have been updated and are available on the [Teacher Evaluation Website](#). Please let Mrs. Piper or Dr. Milleman know if you have questions.

Evaluator Checklist

Attached to this Evaluator Brief email is an Evaluator Checklist. The Checklist is designed to help evaluators track the various requirements of the MSDWT Teacher Evaluation Process.

If you have questions, please let Dr. Milleman know.

Artifacts FAQ

Attached to this Evaluator Brief is the FAQ regarding the use of Artifacts as part of the MSDWT Teacher Evaluation process. This document can be found on the [Teacher Evaluation Website](#). Evaluators are encouraged to share this information with teachers at the beginning of the year.