



MSDWT Teacher Evaluation Information 2016-2017

Primary Evaluators

All teachers will be assigned one Administrator to be the Primary Evaluator.

- The primary evaluator will assign the final rating
- The primary evaluator will take the lead on any Performance Assistance Plan
- The primary evaluator will conduct the Summative Evaluation Conference

The teacher's performance evaluation may include information provided by any administrator. The source of information shall be disclosed to the teacher.

- Name of Evaluator will be connected to informal observations through the technology tool
- Teachers will receive a secure login and access to the Standard for Success website
- When conducting Summative Evaluation Conference, the Primary Evaluator should accurately attribute Summative comments and Formal/Informal Observation comments, to the appropriate evaluator (either primary or secondary)

Representation

- A teacher may be afforded Association Representation if they so choose during the evaluation process

Right to a Reflection

- Anytime during the evaluation process, a teacher has the right to submit a written reflection to be attached to any written evaluation document
- The process for submitting a reflection/response will be covered in the Teacher Training FAQ provided by Standard for Success
- The default deadline for teacher response/reflection is 10 days following the date the observation/evaluation is submitted to the teacher

Formal Observation

- Preferably the length of an entire class period
 - At least 30 minutes in length
- Exceptions as discussed with teacher
- First Formal will be announced within a 5 day window
- Formal will be followed by a Post-Observation Conference (generally within 7 days)
- Window for teacher responses in Standard for Success is 10 days following the date the Informal is submitted to the teacher

Informal Observation

- At least 10 minutes
 - Preferably at least 15 minutes
- 10-30 minutes (general rule)
- Window for teacher responses in Standard for Success is 10 days following the date the Informal is submitted to the teacher
- Teacher may request that the Informal be re-opened after the window closes

Artifacts

- A detailed document regarding artifacts is found on the Teacher Evaluation Website under the Important Information heading.
- Opportunity for teachers to inform the evaluation
- Lesson Plans
- Pacing Guides
- Samples of Student Work
- PD Reflections/Logs/Evidence of Curriculum Work
- PLC Documentation
- Can be requested by evaluator
- Can be submitted by teacher at any time
- The evaluator may review and score artifacts but may also review and not score artifacts
- Information on Teacher Evaluation Website

1-2 Years MSDWT Experience:

- Minimum 2 Formal Observations
- Minimum 2 Informal Observations
- 1 Per Semester minimum
- First Formal Observation = announced within a one week window
- Opportunity to complete Pre-Observation form prior to Formal Observation – May be requested by evaluator or submitted voluntarily by teacher
- Recommend at least a Pre-Observation form before 1st Formal Observation
- Evaluator to hold a meeting prior to Formal Observation – can be group meeting

3-5 Years MSDWT Experience:

- Minimum 1 Formal Observation (First Semester) - announced
- Minimum 2 Informal Observations
- Opportunity to complete Pre-Observation form prior to Formal Observation - May be requested by evaluator or submitted voluntarily by teacher

6+ Years MSDWT Experience:

- Minimum 1 Formal Observation – No restriction of timing – First Formal is announced
- Minimum 2 Informal Observations
- Opportunity to complete Pre-Observation form prior to Formal Observation - May be requested by evaluator or submitted voluntarily by teacher

All Levels

- Meeting (group) prior to Formal Observation
- Inform all teachers of their primary evaluator
- Informal Observation feedback within a reasonable amount of time following Informal Observations – preferably within 48 hours, 1 week max

Post-Observation Conference

- Required after each Formal Observation
- If, during a Post-Observation Conference, a teacher receives an ***Improvement Necessary*** performance level in any domain, the teacher and evaluator will discuss and list teacher goals for improvement for any performance expectations.

Post-Observation Conference

If, during a Post-Observation Conference, a teacher receives an *Ineffective* performance level in any domain, the evaluator and teacher will:

1. Review the specific performance expectation(s) not being met
2. Identify and add indicators in the teacher and student observation/evidence sections of the domain rubric that need to be addressed in order to improve the level of performance

Summative Evaluation Conference

- By May 15 (unless school year is lengthened due to weather related school cancelations or there are delays in the assessment calendar)
- Optional for teachers in the Effective and Highly Effective categories
- Optional but strongly encouraged for all 1-2 year teachers
- Primary Student Measure may not be available by the time of the Summative Evaluation Conference (grades 3-8 E/LA and Math) – If this is the case, the Summative Evaluation is designated as “In Progress”
- Place on Plan of Assistance with guidance from appropriate Director and Director of HR if in the Improvement Necessary or Ineffective categories
- Teachers may request a conference

Summative Evaluation Comments

- Optional for teachers in the Effective and Highly Effective categories
- Teachers should refer to Observation comments as well as comments added after the Post-Observation Conferences

Resources

- Teacher Evaluation Website Updated with New Documents - **Go here first.**
- Rubrics – Containing Examples of Observable and Document Evidence
- Test Item Construction and Rigor Analysis Resources available on Website and in Guidebook

Items Found on Website

- Instructions on how to login to and navigate Standard for Success (Teacher Evaluation Online System)
- Guidelines (Explains Teacher Evaluation Process)
- Teacher Evaluation Guidebook (Explains the Student Achievement and Growth Measures that will inform the Teacher Evaluation for each grade level and subject)
- Explanation of the use of Artifacts as part of the Evaluation
- Instructions on how to upload documents to the Evaluation or Observations
- All Rubrics and Examples of Observable and Artifact Evidence
- Many other helpful resources

The screenshot displays the 'Teacher Evaluation' website interface. At the top, it shows the breadcrumb 'You are here: Home > Teacher Evaluation'. Below this is the main heading 'Teacher Evaluation' and a timestamp 'March 6, 2013 at 17:07' with a user icon labeled 'wadmin'. The page is organized into several sections:

- 2015-2016 Guidebook & Guidelines:** Contains links for 'MSDWT Teacher Evaluation Guidebook' and 'Teacher Evaluation Administrative Guidelines'.
- Important Information:** Includes 'Teacher Evaluation Guidance: Use of Artifacts' and 'MSDWT Summative Evaluation Checklist (For Evaluators Only)'. Below this is a sub-section for 'Standard for Success (Evaluation Software)' with links to 'Standard for Success Website', 'SFS Teacher Training Guide', 'How to Upload Artifacts to SFS', and 'Instructions for Uploading Primary and Secondary Student Measures to SFS'.
- Evaluator Briefs:** A sidebar menu with 'Past Evaluat' and 'Current Eva'.
- General Assistan:** A sidebar menu with 'Test Security I', 'Saving a Wor', 'Saving an Exc', and 'Exporting a C'.
- 2015-2016 Teacher Effectiveness Rubric:** The main content area, divided into three domains:
 - Domain 1 – Purposeful Planning:** Lists items 1.1 (Plans for a student program of instruction in accordance with adopted curriculum), 1.2 (Demonstrates an understanding of how students develop and learn in the planning), 1.3 (Uses a variety of planning resources), and 1.4 (Plans and prepares for the needs of all students).
 - Domain 2 – Instruction:** Lists items 2.1 (Develops and maintains a positive classroom climate), 2.2 (Communicates high expectations for all students), 2.3 (Demonstrates a mastery of subject/content and standards), 2.4 (Uses instructional strategies and resources to teach for understanding), 2.5 (Differentiates instruction to meet the needs of all students), 2.6 (Engages all students in learning activities), 2.7 (Helps students practice and deepen new knowledge through direct and explicit inst), and 2.8 (Assesses student learning and uses assessment data to adjust instructional practic).
 - Domain 3 – Professional Practice:** Lists items 3.1 (Works with colleagues in a respectful, collegial manner in the ongoing cycle of deve communities), 3.2 (Communicates effectively to establish and maintain two-way lines of communication), 3.3 (Reflects on practice, data and student work to improve future instruction), and 3.4 (Uses different forms of professional development to improve instruction).
- Spreadsheets:** A section at the bottom of the rubric area.

Standard for Success

- Online Teacher Evaluation Program
- Teacher Tutorial available on the MSDWT Website – Go to www.msdwat.k12.in.us. Click the Human Resources tab at the very top of the page, then click Teacher Evaluation
- You will find the Tutorial under the Standard for Success Heading

Resources

All information is available on the District Website.

