



Metropolitan School District of  
**WASHINGTON TOWNSHIP**  
"Superior Schools in a Supportive Community"

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

**MSDWT Evaluator Brief**  
**October 14, 2016**

**Evaluator Checklist**

Attached to this Evaluator Brief is an update Evaluator Checklist. It is also available on the Teacher Evaluation website.

You do not need to turn in this checklist at the end of the year. It is designed to serve as a reminder for you and a way to make sure you have completed the required components of the Teacher Evaluation Process.

Please let Dr. Milleman know if you have questions.

**Sample Comments**

Attached to this Evaluator Brief is comments that have been pulled from MSDWT evaluator's observations during the first quarter of the 2016-2017 school year. We have highlighted some comments that may have crossed over into judgment statements.... It is important to keep comments based on evidence during the observation scripting, and keep the personal option for the comments section.

We will address this process again in our next Evaluator Training.

However, a suggestion is to begin using the actual language from the Examples of Observable and Examples of Documented Evidence found in the Rubric. The many examples contain terminology that can be applied during the scripting.... This will provide more legitimacy to the teacher when applying a score.

Please let Dr. Milleman know if you have questions.

**Six Step Process of Effective Feedback**

All of us have A LOT on our plates. Remember the Six Steps Process when conducting your Post-Observation Conferences. This process will keep the conversation focused, will provide targeted and specific praise, and provide only one or two things for each teacher to work on – and one or two things for you as the evaluator to monitor.

It is a very helpful tool.

Additionally, you are always encouraged to refer to the book *Leverage Leadership* as a resource. The videos and the accompanying text is very useful in preparation for PLC work, teacher observations, and the development of effective data team work.