



MSDWT Teacher Evaluation Information 2017-2018

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. The administrator will provide a 5 day window to the teacher that the observation may take place.
- 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 – may be longer)
- 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 of Experience

Evaluator Guidelines

- 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 between 48 hours and 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 Guidelines

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 Guidelines

- 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 Guidelines

- 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

You are here: [Home](#) > Teacher Evaluation

Teacher Evaluation

March 6, 2013 at 17:07 wadmin

2015-2016 Guidebook & Guidelines

- [MSDWT Teacher Evaluation Guidebook](#)
- [Teacher Evaluation Administrative Guidelines](#)

Important Information

- [Teacher Evaluation Guidance: Use of Artifacts](#)
- [MSDWT Summative Evaluation Checklist \(For Evaluators Only\)](#)

Standard for Success (Evaluation Software)

- [Standard for Success Website](#)
- [SFS Teacher Training Guide](#)
- [How to Upload Artifacts to SFS](#)
- [Instructions for Uploading Primary and Secondary Student Measures to SFS](#)

Evaluator Briefs

- [Past Evaluations](#)
- [Current Evaluations](#)

General Assistance

- [Test Security Information](#)
- [Saving a Word Document](#)
- [Saving an Excel File](#)
- [Exporting a File](#)

2015-2016 Teacher Effectiveness Rubric

Domain 1 – Purposeful Planning

- [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
- [1.4](#) – Plans and prepares for the needs of all students

Domain 2 – Instruction

- [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 instruction
- [2.8](#) – Assesses student learning and uses assessment data to adjust instructional practice

Domain 3 – Professional Practice

- [3.1](#) – Works with colleagues in a respectful, collegial manner in the ongoing cycle of development
- [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
- [3.4](#) – Uses different forms of professional development to improve instruction

Spreadsheets:

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.

