



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

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

MSDWT Evaluator Checklist
2016-2017

	Topic or Task	Notes
Completed —	Met with Teacher Groups by August 20	Evaluators should meet with all teacher groups (years 1 to 2, 3-5, 6+) either in like year groupings or as an entire group prior to August 20. At this time, teachers should: <ul style="list-style-type: none"> • Be assigned a primary evaluator • Be reminded of the Teacher Evaluation website and how to find resources • Be briefed on the evaluators' expectations regarding artifacts • Be briefed on the evaluators' method of communication • Be briefed on the process of providing feedback on SFS following an observation • Be provided an opportunity to ask questions
Completed —	October Complete 3rd Grade SLO "Bucketing"	<ul style="list-style-type: none"> • Refer to Teacher Evaluation Website for instructions; • Meet with 3rd Grade Teams to review process; • By Mid-October, forms should be completed and submitted to evaluators; • Evaluators must approve forms See Director of Elementary Education with Questions.

<p>Completed</p> <p>—</p>	<p><i>SAFE SCHOOLS TRAINING – COVERS ONLY MSDWT ASSESSMENTS</i> <i>All teachers are required to complete the online training on Safe Schools – there are no collection requirements regarding the Safe Schools Training</i></p> <p>Make sure all teachers and staff have attended required training regarding Testing Security and Integrity related to WIDA, ISTEP, ECA, Accuplacer, ISTAR, IREAD and all documents have been collected and sent to the appropriate administrator.</p> <p>Review the importance of Testing Security and Integrity to any teacher administering Pre-Tests/Post Test</p>	<p>CONTACTS FOR QUESTIONS</p> <p>Dr. Chad Michalek – ISTEP, ECA, Accuplacer, ISTAR, IREAD</p> <p>Haley Frischkorn – WIDA</p> <p>Dr. Milleman – Local Assessments</p>
---------------------------	--	---

<p>Completed</p> <p>—</p>	<p>Communicated the Testing Dates for Pretest as applicable</p>	<p>If the teacher’s subject area requires a pretest/post-test as part of the teacher evaluation process, the deadline for completing the pretest must be communicated to the teacher. In addition, the evaluator must verify that ALL teachers understand the required assessment to be given as the pretest post-test, understand where to go on the website for assistance, and have an opportunity to ask questions regarding the procedure.</p>
---------------------------	--	---

<p>Completed</p> <p>—</p>	<p>Verified that ALL Pretests were administered at the appropriate time</p>	
<p>Completed</p> <p>—</p>	<p>Collected Pretest copies from Teachers</p>	<p>The student answer sheets as well as a copy of the test and answer key for pretest/post-tests must be collected by the department chair or administrator. Copies may be maintained electronically or in hard copy form. The documents must be held for at least one school year following the school year the assessment was given to the students.</p>

<p>Completed</p> <p>—</p>	<p>Communicated the Testing Dates for Post-tests as applicable</p> <p>I a student enrolls in a teacher’s classroom after the 20th day of the school year or 10th day of a semester class, and if a teacher wishes to include a student’s pre/post test in his/her data for teacher evaluation, the teacher must gain approval of the evaluator by the last day of the first Quarter.</p>	<p>See pretest description.</p>
<p>Completed</p> <p>—</p>	<p>Verified that ALL Post-tests were administered at the appropriate time</p>	
<p>Completed</p> <p>—</p>	<p>Collected Post-test copies from Teachers</p>	<p>The student answer sheets as well as a copy of the test and answer key for pretest/post-tests must be collected by the department chair or administrator. These must remain on file for a minimum of three years.</p>
<p>Completed</p> <p>—</p>	<p>Scheduled Pre-Observation Conferences with all First and Second Year MSDWT Teachers</p>	<p>The MSDWT Pre-Observation form has been added to the SFS teacher page. Teachers should complete and submit the form to the evaluator through SFS. The Pre-Observation form may also be found on the website as well as in the Administrative Guidelines.</p> <p>NOTE: Pre-observation Conferences are encouraged for all teaches but not required. Pre-Observation Conferences should be held for all teachers in their first two years of teaching in the MSDWT and for any teacher that the evaluator believes the process is critical. A teacher may request a Pre-Observation Conference. If the teacher requests a Conference, the evaluator must provide it.</p>
<p>Completed</p> <p>—</p>	<p>Scheduled Pre-Observation Conferences with Selected Teachers as Necessary</p>	<p>See above item</p>

<p>Completed</p> <hr/>	<p>Scheduled Evaluations SFS Offers a Calendar Option Use of Outlook</p> <p>TIP: Invite your fellow administrators or your administrative assistant to the evaluations on your Outlook calendar so they will know where you are and avoid interruptions.</p>	<p>For maximum efficiency and effectiveness, observations should be placed on the calendar and held as sacred observation time. First Formal Observations must be announced within a week's window. Once announced to the teacher, the first Formal Observation should be held within the window unless there is an EXTREME circumstance.</p> <p>Informal Observations should be placed on the calendar and followed.</p> <p>Observations should begin as soon as the teacher meetings are complete. Do not put off observations until the last minute. It is best to chip away at the observations throughout the year.</p> <p>TIP: If you are blocking out time to visit classrooms, take your laptop or tablet. You can complete Informal Observations if you are in the classroom for 15+ minutes.</p> <p>TIP: Use PLC Observations as an opportunity to observe multiple teachers.</p> <p>TIP: Finalize and submit the Informal Observations to the teachers before you return to your office and get distracted.</p>
------------------------	---	--

DRAFT

<p>Completed</p> <hr/>	<p>Sent Informal Observation Scores and Comments to Teachers within 48 hours of Informal Observation</p>	<p>Barring EXTREME circumstances, Informal Observations should be edited and sent to the teacher within 48 hours of the observation.</p> <p>The teachers will have 10 calendar days to review the observation following the day the Informal Observation is sent to them in SFS and to make comments and upload items to the Observation. After 10 days, the Observation will automatically close. Once the Observation closes in SFS, the evaluator may re-open the Observation if the teacher so requests.</p> <p>Observation scores should not change as a result of teacher comments or conversations with teachers following an Informal Observation. If additional evidence is available through artifacts or additional observations, those artifacts and observations should be scored accordingly, and all observations and artifacts should be considered when the evaluator applies professional judgment to the Finalization Worksheet (summative stage).</p>
------------------------	---	--

<p>Completed</p> <hr/>	<p>Announced all First Formal Observations</p>	<p>The first Formal Observation of each school year must be announced. The teacher should be provided a 5 school day window in which the Formal Observation is to take place. The evaluator should honor this week long window unless EXTREME circumstances require an extension of the window.</p> <p>REMINDER: Observations of 30 minutes or longer may be documented as Informal Observations. If an evaluator believes he/she needs to remain in the classroom for an extended period of time, and the first Formal Observation of the teacher has not been announced or completed, the observation can simply be documented as an Informal Observation (see above regarding timeline for submitting the scores and feedback to the teacher).</p>
------------------------	---	---

<p>Completed</p> <hr/>	<p>Completed at least one Formal Observation during First Semester for ALL 1 through 5 year MSDWT Teachers</p>	<p>Per Teacher Evaluation Guidelines</p>
------------------------	---	--

Completed —	Made Formal Observations Available to Teachers in SFS within 48 hours of the Formal Observation	Scores and feedback should be submitted to the teacher for review within 48 hours of the Formal Observation. This will give the teacher ample opportunity to respond prior to the Post Observation Conference.
Completed —	Held Post Observation Conferences for all Formal Observations within 7 days of Observation	The Post Observation Conference should take place within 7 calendar days of the Formal Observation. See Teacher Evaluation Administrative Guidelines for a description of this Conference. The evaluator may add comments to the Formal Observation during the Post Observation Conference. Scores should not change as a result of the Post Observation conference. If additional evidence is available through artifacts or additional observations, those artifacts and observations should be scored accordingly and all observations and artifacts should be considered when the evaluator applies professional judgment to the Finalization Worksheet (summative stage).
Completed —	Manually Closed Formal Observation in SFS within 48 hours of the Post Observation Conference	This is a VERY IMPORTANT step. Because SFS does not know when a Post Observation Conference has taken place, the evaluator must manually close the Formal Observations. Evaluators should pay attention to the daily emails from SFS. Each day, a list will be provided of open Formal Observations. Please be diligent and vigilant with this process!
Completed —	Completed at least one Formal Observation for 6+ Teachers	Must be completed during the school year. Should be completed by May 1.
Completed —	Completed at least 2 Informal Observations of ALL Teachers	All informal observations should be completed by May 1.
Completed —	Initiated a Plan of Assistance for any teacher potentially falling into the Improvement Necessary or Ineffective categories	Contact Mr. Oestreich with questions.

Completed —	Initiated a Plan of Assistance by March 15 for any teacher with weaknesses so critical that recommendation for non-renewal may be a possibility	Contact Mr. Oestreich with questions.
Completed —	Approved all Primary and Secondary Measures in SFS (if available) by May 15	

Completed —	Completed Finalization Worksheets in SFS by May 15	Some Finalization Worksheets in SFS must remain designated as "In Progress" until state data is available. The "In Progress" Worksheets will be available to the evaluators the following year, even after the new year SFS rollover.
Completed —	<p>Provided Comments on the Finalization Worksheet for Teachers in the Improvement Necessary or Ineffective categories.</p> <p>Comments are optional for teachers in the Effective and Highly Effective categories.</p>	<p>If a teacher's final rating falls into the Improvement Necessary or Ineffective categories, the teacher's Finalization Worksheet MUST contain comments. The comments should be reflective of the areas in need of improvement, a summary of any Plan of Assistance in place, as well as any applicable positive comments.</p> <p>Comments are optional for teachers in the Effective and Highly Effective categories.</p> <p>RECOMMENDATION: Each school/department should be consistent in its approach to comments for Effective and Highly Effective teachers. Evaluators in the building should agree on a standardized approach. We suggest consistency among evaluators in each building regarding this issue.</p>

<p>Completed —</p>	<p>Held Summative Evaluation Conferences with Teachers in the Improvement Necessary and Ineffective categories by May 15 Summative Evaluation Conferences are Optional for teachers in the Effective and Highly Effective Categories. If teachers request a Summative Conference, the requests should be honored.</p>	<p>Summative Evaluation Conferences are mandatory for teachers in the Improvement Necessary and Ineffective categories. Summative Evaluation Conferences are optional for teachers in the Effective and Highly Effective categories.</p>
<p>Completed —</p>	<p>Provided Finalization Worksheets to Effective and Highly Effective teachers in a confidential manner by May 15. Some teachers will sign an In Progress Finalization worksheet (Teachers awaiting ISTEP or ECA results)</p>	<p>Finalization Worksheets should be provided to these teachers either in person, sealed envelope, or other confidential means.</p>
<p>Completed —</p>	<p>Collect all signed Finalization Worksheets – Provide a copy for the teacher – Place a copy in the teacher’s personnel file at the school.</p>	
<p>Completed —</p>	<p>Make sure all Evaluations for teachers not awaiting ISTEP measures are Finalized prior to leaving for summer vacation.</p>	