

## Summary of Five-Phase Process

Phase 1: Self- Assessment			
Due Dates	Actions	Teacher Forms	Rubrics
<p>Prior to Goal-Setting Conference (October 1 for First-Year Educators, October 15<sup>th</sup> for all others.)</p> <p>Administration will provide Professional Development Activities that give an overview of the Evaluation System by 9/15.</p>	<p><b>Educator:</b></p> <ol style="list-style-type: none"> <li>1. Assemble and review student learning data for students currently under the responsibility of the team or educator.</li> <li>2. Identify student strengths and areas to target for growth.</li> <li>3. Review performance standards on the district or ESE rubric.</li> <li>4. Identify educator performance areas of strength and areas for growth.</li> <li>5. Draft a minimum of one student learning goal and one professional practice goal.</li> </ol>	<p><a href="#">Self-Assessment Form</a></p> <p>Form is completed by educator prior to Goal Setting Conference.</p> <p><b>NOTE: save PDF files to desktop before filling out.</b></p>	<p><a href="#">Rubric for Classroom Teachers</a></p> <p><a href="#">Rubric for Specialized Instructional Support Personnel</a></p>
	<p><b>Evaluator:</b></p> <ol style="list-style-type: none"> <li>1. Communicate school and district priorities and goals, existing and planned initiatives, planned professional development, and other opportunities for support.</li> </ol>		

	<p>2. Communicate expectations for completion of self-assessment.</p> <p>3. Assist in the dissemination of student learning data to staff.</p>		
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Phase 2: Analysis, Goal Setting and Plan Development		
Due Dates	Actions	Evaluator Form
<p><b>Goal Setting Meetings:</b></p> <ul style="list-style-type: none"> <li>• <i>First-Year Educators</i> held by October 1<sup>st</sup></li> <li>• <i>For all others</i> held by October 15<sup>th</sup>.</li> </ul> <p>All <i>Educator Plans</i> must be approved by evaluator by November 1<sup>st</sup>.</p>	<p><b>Educator:</b></p> <ol style="list-style-type: none"> <li>1. Review professional development that is already planned for the school year.</li> <li>2. Evaluator and educators work together to plan activities that will support attainment of goals.</li> </ol> <p><b>Evaluator:</b></p> <ol style="list-style-type: none"> <li>1. Schedule time with teams and educators to review self-assessments and refine goals.</li> <li>2. Evaluator and educators work together to plan activities that will support attainment of goals.</li> <li>3. Record teacher's or team's final goals and actions the educator must take to attain these goals.</li> </ol>	<p><a href="#">Goal Setting and Educator Plan Form</a>-- Completed by Educator and Evaluator at Goal Setting Conference.</p>

**Phase 3: Implementation of the Plan**

<b>Due Dates</b>	<b>Actions</b>	<b>Teacher Forms</b>	<b>Evaluator Forms</b>
<p><b>Observations:</b></p> <p><i>Unannounced Observations of Teacher Practice</i> may commence at the beginning of the school year.</p> <p>All educators will have one <i>Unannounced Observation</i> by 11/15.</p> <p><b>Evidence Submission:</b></p> <p><i>Developing Educators:</i></p> <p>Annually submit collected evidence on Standards to evaluator on January 5<sup>th</sup> and April 15<sup>th</sup>.</p>	<p><b>Educator:</b></p> <ol style="list-style-type: none"> <li>1. Keep track of progress in meeting stated improvement goals.</li> <li>2. Document any artifacts created as a result of meeting goals.</li> <li>3. Identify and document any artifacts that demonstrate progress towards Proficiency on the Four Standards.</li> <li>4. Complete one “Standard Summary Page” for each Improvement Goal and one for each of the Four Standards. The will be a minimum of six “Goal/Standard Summary Forms” per educator.</li> </ol>	<p><a href="#">Goal/Standard Summary Form</a> – Educators should complete one Goal/Standard Summary Page per Goal or Standard.</p> <p><a href="#">Educator Response Form</a></p>	<p><a href="#">Observation Evidence Collection Tool-</a></p> <p>For Unannounced Observations</p>
	<p><b>Evaluator:</b></p> <ol style="list-style-type: none"> <li>1. Review actions in Educator Plans and make agreed-upon supports and resources available to educator teams and individuals.</li> <li>2. Meet with teams to identify</li> </ol>		

<p><i>Professional Status Educators on Two Year Plans:</i></p> <p>Annually submit collected evidence on Standards to evaluator by March 15th.</p>	<p>common artifacts all or most educators will be expected to collect and analyze.</p> <ol style="list-style-type: none"> <li>3. Collect evidence of educator and team practice and progress toward goals.</li> <li>4. Track collection activities.</li> <li>5. Document evidence collected and feedback given.</li> <li>6. Provide regular feedback to teams and individual educators.</li> <li>7. Monitor alignment of educator actions and goals with school and district goals.</li> </ol>		
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Phase 4: Formative Assessment/Evaluation			
Due Dates	Actions	Teacher Forms	Evaluator Forms
<p><b>Developing Educators:</b></p> <ul style="list-style-type: none"> <li>• <i>Formative Assessment Reports</i> will be completed by Feb. 1<sup>st</sup>.</li> <li>• <i>Formative</i></li> </ul>	<p><b>Educator:</b></p> <ol style="list-style-type: none"> <li>1. Review evidence and artifacts for Standards and Indicators</li> <li>2. Share evidence of fulfillment of professional responsibilities and outreach to and</li> </ol>	<p><a href="#">Educator Response Form</a></p>	<p><a href="#">Formative Assessment Report Form</a>--used to assess Developing Educators' progress towards</p>

<p><i>Assessment Conferences</i> will be held by Feb 15<sup>th</sup> (If necessary).</p> <p><b>Professional Status Educators on Two Year Plans:</b></p> <ul style="list-style-type: none"> <li>• <i>Formative Evaluation Reports</i> will be completed by June 1<sup>st</sup> of Year 1.</li> <li>• <i>Formative Evaluation Conferences</i> will be held by June 1<sup>st</sup> of Year 1 (if necessary).</li> </ul>	<p>engagement with families.</p> <hr/> <p><b>Evaluator:</b></p> <ol style="list-style-type: none"> <li>1. Schedule time to have formative conferences with enough advance notice to allow both the educator and evaluator to prepare.</li> <li>2. Communicate expectations about educators' roles in sharing evidence during the conference.</li> <li>3. Review evidence and artifacts for Standards and Indicators.</li> <li>4. Determine provisional formative ratings and progress toward goals.</li> <li>5. Finalize formative ratings.</li> <li>6. Complete Formative Evaluation Report Form (<a href="#">PTS Teachers</a>) or <a href="#">Formative Assessment Report Form (Developing Teachers)</a>.</li> </ol>		<p>attaining goals set forth in educator plans, performance on performance standards, or both.</p> <p><a href="#">Formative Evaluation Report Form</a>-For educators on two-year Self-Directed Growth Plans at the end of Year 1 of the cycle-</p>
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Phase 5: Summative Evaluation			
Due Dates	Actions	Teacher Forms	Evaluator Forms
<p><b>Developing Educators:</b></p> <ul style="list-style-type: none"> <li>• <i>Summative Evaluation Report</i> due by May 15<sup>th</sup>.</li> <li>• <i>Summative Evaluation Conference</i> will be held by June 1.</li> <li>• <i>Summative Evaluation Report</i> signed and returned within 5 school days of receipt.</li> </ul> <p><b>Professional Status Educators:</b></p> <p>In Year 2:</p> <ul style="list-style-type: none"> <li>• <i>Summative Evaluation Report</i> completed by May 15<sup>th</sup>.</li> <li>• <i>Summative</i></li> </ul>	<p><b>Educator:</b></p> <ol style="list-style-type: none"> <li>1. Review evidence and artifacts for each Standard and Indicator.</li> <li>2. Review Formative Assessment/Evaluation.</li> <li>3. Share evidence of fulfillment of professional responsibilities and outreach to and engagement with families.</li> </ol>	<p><a href="#">Educator Response Form</a></p> <p>Remember to save PDF files to desktop before filling out.</p>	<p><a href="#">Summative Evaluation Form</a></p>
	<p><b>Evaluator:</b></p> <ol style="list-style-type: none"> <li>1. Schedule times of summative conferences with enough advance notice to allow both the educator and evaluator to prepare.</li> <li>2. Communicate expectations about educators' roles in sharing evidence during the conference.</li> <li>3. Review evidence and artifacts for each Standard and Indicator.</li> <li>4. Review Formative</li> </ol>		

<p><i>Evaluation Conference</i> by June 10<sup>th</sup>.</p> <ul style="list-style-type: none"><li>• <i>Summative Evaluation Report</i> signed by June 15<sup>th</sup>.</li></ul>	<p>Assessment/Evaluation.</p> <p>5. Briefly record analysis of evidence.</p> <p>6. Determine provisional summative ratings and progress toward goals.</p> <p>7. Finalize summative ratings for each standard, impact on student learning* and for the Overall Summative Rating.</p>		
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