

Evaluation Requirements

The following are required steps in the educator evaluation process for every licensed educator. Frequency requirements and deadlines are on the following page.

Required Steps	Implementation Details
Orientation to evaluation process and procedures.	<ul style="list-style-type: none"> Group overview for all teachers within first 10 days. Detailed review of the evaluation process for those being formally evaluated, including timelines, rubrics, evidence, artifacts, etc., and mentors, if assigned. Detailed evaluation software training for those on cycle to be evaluated. Recommended for all educators.
Educator completes self-assessment and develops goals.	<ul style="list-style-type: none"> May be done in a group session or individually. Educator completes self-assessment using Instructional Practices Rubrics. Educator chooses components of the rubric as goals and develops them with expected outcomes and activities. Evaluator provides documented feedback on self-assessment and goals.
Formal observation.	<ul style="list-style-type: none"> Educator and Evaluator determine formal observation date and time. Scheduling may be done electronically or face-to-face. Educator provides evaluator with lesson plans, supporting documentation, agenda, etc., electronically or face-to-face. Formal observations are 30 consecutive minutes to 1 full class period. Post-formal observation feedback is required. This feedback must be in a face-to-face meeting and documented as a part of the evaluation record.
Ongoing informal observations, artifacts and data collection.	<ul style="list-style-type: none"> Informal observations: <ul style="list-style-type: none"> Ongoing informal observations must align with Instructional Practices rubrics. At a minimum, one informal observation per month. Informal observations are 5-30 minutes in length and may include post-observation feedback. Feedback may be electronic or face-to-face. Artifacts and data collection <ul style="list-style-type: none"> Educator and evaluator collect artifacts in an ongoing process documenting progress towards meeting selected goals and as of instructional practices quality, which may be used for the IPP Summary Rating. Educator and/or evaluator gather data relevant to selected Student Performance methods to be used to determine the Student Performance Summary Rating.
Instructional Practices Protocol Summary Rating, Student Performance Summary Rating and Final Summative Rating assigned.	<ul style="list-style-type: none"> Evaluator completes rating of educator quality using Instructional Practices Rubric and determines an IPP Summary Rating. Evaluator determines educator “met/not meet” status for student performance for each selected Student Performance Method. Evaluator determines a Student Performance Summary Rating. Evaluator determines the Final Summative Rating based on combining the IPP and SP Summary Ratings.
Final Conference	<ul style="list-style-type: none"> Final face-to-face feedback and discussion.