

Overview of the Evaluation Process
Teacher Observation and Evaluation

Highlights:

1. There is only one form that will be used for Evaluations for all teachers.
2. Teacher goals are now developed with input from the teacher and directed by the administrator.
3. There is only one form that will be used for Observations for all teachers.
4. Your Observations will no longer be announced.
5. Your Observations do not have to last the entire class period.
A minimum of 5 minutes. Normally a Walk-through lasts between 10-15 minutes.
6. You should complete **a minimum of two** observations per school year for each teacher (Focus: HITS #1-25).
7. Timelines:

September/October	-	Goals Meeting
October/November/December/January	-	Observation Cycle #1
February/March/April/May	-	Observation Cycle #2

All final paperwork is due to HR by Friday, June 9th.

8. The administrator will send the observation to the teacher within 30 days of the observation extending an option for the administrator and teacher to meet to discuss the observation further.

9. You will use the **two** observations as the basis for your Final Evaluation. These will be done electronically. The Final Evaluation should be summative in nature. The administrator must complete a narrative for each subsection and the final summary.

Please take the time to review the form and then talk with your staff as to its implications and goals. It is important that we are as consistent as possible.

9. Non-tenured teachers still need to be on the IDP. The revised IDP has Goals #3, 4, and 5 (Administrative Driven). This is based upon the MDE Teacher Law. All teachers need to complete Goals #1-2.

10. Any teacher who is rated ineffective in two or more areas may need to be put on an IDP for the 2016-2017 School Year. Please reach out to HR to discuss next steps.

Note:

- It is also important to note that each teacher's evaluation is 25% student achievement and 75% overall observations/evaluation.