



**Marzano's Art and Science of Teaching
Teacher Evaluation: Postings and Assurances
State Approved Evaluation Tool; District-Approved Evaluation Tool**

Per MCL 380.1249: Beginning with the 2016-2017 school year, a school district, intermediate school district, or public school academy shall post on its public website specific information about the evaluation tool(s) used for its performance evaluation system for teachers. Complete language (including requirements) for MCL 380.1249 can be found on [The Revised School Code, P.A. 451 of 1976](#) website.

This evaluation tool has been approved by the district, as the result of a review process implemented with fidelity. The contents of this document are compliant with the law laid forth, specifically pertaining to INSERT FULL NAME OF EVALUATION TOOL HERE IN APPROPRIATE CASE (NOT ALL CAPS).

Steve Laidecker

Printed Name of Superintendent

Signature of Superintendent

09-07-2016

Date of Approval

Research Base for the Evaluation Framework, Instrument, and Process

[Section 1249(3)(a)]

See Attached

Identification and Qualifications of the Author(s) [Section 1249(3)(b)]

- See Attached

Evidence of Reliability, Validity, and Efficacy [Section 1249(3)(c)]

- [Document 1](#)
- [Document 2](#)
- [Document 3](#)



Evaluation Framework and Rubric [Section 1249(3)(d)]

- See Attached

Description of Process for Conducting Classroom Observations, Collecting Evidence, Conducting Evaluation Conferences, Developing Performance Ratings, and Developing Performance Improvement Plans [Section 1249(3)(e)]

Full-time, Non-Career status teachers (teachers with less than 3 years experience)		
What must be done	When	Special Notes
Training and Orientation	Within two weeks of the first day of work	<ol style="list-style-type: none"> 1. The first formal observation should be conducted by an administrator and a pre-conference is required 2. Pre-conferences are not required for the 2nd, 3rd, and 4th formal observations, which may be unannounced. 3. All formal observations (administrator and peer) require a post-conference within 10 school days of the classroom visit 4. Online mentor logs are due by the 10th of each month Professional development logs will be collected in May
Self-Assessment completed by teacher	September 18, 2016	
Professional Development plan created by teacher	September 18, 2016	
Professional Development Plan Mid-Year Review	January 15, 2017	
Professional Development Plan End-of-Year Review	May 2, 2017	
4 formal observations	1 st Observation – by Oct 16 2 nd Observation – by Dec 4 3 rd Observation – by Feb 12 4 th Observation by Apr 8	
Summary Evaluation Conference and Rubric Evaluation Completed	April 30, 2017	
Teacher Summary Rating form Completed	April 30, 2017	

Full-time, Non-Career status teachers with 3 or more consecutive years of service		
What must be done	When	Special Notes
Training and Orientation	Within two weeks of the first day of work	<ol style="list-style-type: none"> 1. The formal observation last at least 45 minutes or the entire class period, and a pre-conference is required 2. The informal observations should last at least 20 minutes and do not require pre-conferences 3. The formal observation requires a post-conference within 10 school days of the
Self-Assessment completed by teacher	September 18, 2016	
Professional Development plan created by teacher	September 18, 2016	
1 formal observation	To be completed prior to informal observations	
2 informal observations	First by December 17, 2016 Second by April 8, 2017	
Summary Evaluation Conference and Rubric Evaluation Completed	May 2, 2017	
Teacher Summary Rating form	May 2, 2017	



Completed		classroom visit 4. Post-conferences are required for informal observations and should be conducted in a timely manner
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Full-time, School Counselors, Non-Instructional Staff		
What must be done	When	Special Notes
Training and Orientation	Within two weeks of the first day of work	1. The formal observation last at least 45 minutes or the entire class period, and a pre-conference is required 2. The informal observations should last at least 20 minutes and do not require pre-conferences 3. The formal observation requires a post-conference within 10 school days of the classroom visit 4. Post-conferences are required for informal observations and should be conducted in a timely manner
Self-Assessment completed by teacher	September 18, 2016	
Professional Development plan created by teacher	September 18, 2016	
1 formal observation	To be completed prior to informal observations	
2 informal observations	First by December 17, 2016 Second by April 8, 2017	
Summary Evaluation Conference and Rubric Evaluation Completed	May 2, 2017	
Teacher Summary Rating form Completed	May 2, 2017	

Description of Plan for Providing Evaluators and Observers with Training
 [Section 1249(3)(f)]

Administrative Staff training (Marzano model and online tool): 7/28/2016
 Staff training (Marzano model): 9/8/2016 and 9/9/2016
 Staff refresher training (Online tool): 11/22/2016
 Staff refresher training (Online tool): 3/17/2017
 Marzano model conference training: 6/14/2017-6/16/2017
