

## Vestaburg Community School District Evaluation Process:

### **Probationary Teachers:**

#### **Goal-Setting/Individual Development Plan: (September/October)**

- Teacher develops and submits draft IDP.
- Principal and teacher meet to finalize IDP.
- Principal may require teacher to complete a self-evaluation on the identified rubric.
- Teacher may submit Goal Setting Artifacts. This is optional.

#### **Announced Observations: (September - April)**

- Teacher completes and submits Pre-Observation Form.
- Teacher provides lesson plan prior to observation. Teachers are required to have updated daily lesson plans using PLANBOOK.
- Teacher may provide other artifacts related to the lesson.
- Principal observes teacher. Teacher completes a Post Observation Form within 2 school days of classroom observation.
- Principal completes observation notes and assessment of the observation.
- Post-Observation Conference is held within 10 school days of classroom observation. (This may be held in conjunction with a quarterly data dialogue.)
- teacher or principal may upload additional artifacts after completion of the lesson.

#### **Unannounced Observation: (Sept. – Apr.)**

- Principal observes teacher.
- Principal reviews lesson plans as provided in PLANBOOK. Principal may ask for follow materials or information if necessary.
- Principal completes observation notes and assessment of observation and notes are shared with the teacher.
- Teacher or principal may upload additional artifacts related to the lesson.
- Post-Observation Conference is held within 10 school days of classroom observation. (This may be held in conjunction with a quarterly data dialogue.)

#### **Mid-Year Forms and Conference: (Jan/Feb)**

- Teacher completes and submits Self Reflection of Goals.
- Teacher and principal meet to discuss teacher's progress on IDP. (This may be held in conjunction with a quarterly data dialogue.)
- Principal adds mid-year progress report on IDP and updated goals if needed. Teacher or principal may upload mid-year artifacts.

#### **Evidence:**

- Teacher may submit evidence to the principal along with data prior to the final meeting to discuss the summative evaluation.

**Year-End Forms and Evidence: (Apr. – May)**

- Teacher completes self-assessment of IDP by completing the Goal End Summary.
- Teacher or principal may upload year-end artifacts.
- Teacher completes pre and post testing (NWEA) data reports. These are reviewed with the administrator. The Fall and Spring results determine the student growth score for the teacher evaluation.

**Year-End Summative Evaluation (May)**

- Teacher and principal meet to discuss final summative evaluation.
- Teacher may be asked to complete and submit a self evaluation using the evaluation rubric.
- Summative evaluation is signed.
- The evaluation rubric is followed. IDP or Professional Growth Goal is discussed/planned for the following year.

**Tenured Teacher:****Goal-Setting Forms and Conference (Sept./Oct.)**

- Teacher enters Professional Goals online. The goals are set using input from the prior year evaluation.
- Principal and teacher meet to discuss Professional Goals. Principal may require teacher to complete a self-evaluation on the identified rubric.
- Teacher may submit Goal Setting Artifacts. This is optional.
- If a teacher has completed three consecutive years teaching at KISD with a Highly Effective rating, they may be off-cycle in evaluation and engage only in goal setting and monitoring for the year

**Announced Observations: (September - April)**

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- Teacher may provide other artifacts related to the lesson.
- Principal observes teacher. Teacher completes a Post Observation Form within 2 school days of classroom observation.
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- Principal completes observation notes and assessment of observation and notes are shared with the teacher.
- Teacher or principal may upload additional artifacts related to the lesson.
- Post-Observation Conference is held within 10 school days of classroom observation. (This may be held in conjunction with a quarterly data dialogue.)

**Evidence:**

Teacher may submit evidence to the principal along with data prior to the final meeting to discuss the summative evaluation.

**Year-End Forms and Evidence: (Apr. – May)**

- Teacher completes self-assessment by completing the Goal End Summary.
- Teacher or principal may upload year-end artifacts.
- Teacher completes pre and post testing (NWEA) data reports. These are reviewed with the administrator. The Fall and Spring results determine the student growth score for the teacher evaluation.

**Year-End Summative Evaluation (May/)**

- Teacher and principal meet to discuss final summative evaluation.
- Teacher may be asked to complete and submit a self evaluation using the evaluation rubric.
- Summative evaluation is signed.
- The evaluation rubric is followed. Professional Growth Goal is discussed/planned for the following year.