

# Teacher Evaluation Process

for

## Tenured Teachers



Scott County Public Schools  
2012-2013

# Goals and Objectives

## Teacher Evaluation Process Training

### Goals:

The goal of the *Teacher Evaluation Process* training is to introduce SCPS new teacher evaluation model, to provide background for the face-to face training, and to serve as a resource.

### Objectives:

1. Determine the steps in the evaluation process
2. Reflect and complete the *Teacher Self-Evaluation*
3. Print a list of behaviors evaluators will look for when conducting evaluations.

# SCPS new teacher evaluation process is aligned with Virginia's Uniform Performance Standards for Teachers.

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(1)  
Professional  
Knowledge

(4)  
Professionalism

(2)  
Instructional  
Planning

(5)  
Learning  
Environment

(3)  
Instructional  
Delivery

(6)  
Assessment of/for  
Student Learning

(7)  
Student Academic  
Progress

# Teacher Evaluation Process

## Tenured Teachers – Rotate through 3 Year Cycle

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School principals will assign your position in the cycle.

### Year 1

1. Set Student Achievement Goals *(Sept)*
2. Complete Self-Evaluation *(Sept)*
3. Mid-Year Review of Student Achievement *(Jan)*
4. One Formal Teacher Observation *(Spring)*
5. Review Student Achievement - Year End *(May/June)*
6. Interim Report *(May/June)*
7. Walk-Through Observations *(principal discretion)*

### Year 2

Same  
as  
Year  
1

### Year 3

1. Set Student Achievement Goals *(Sept)*
2. Complete Self-Evaluation *(Sept)*
3. Mid-Year Review of Student Achievement *(Jan)*
4. One Formal Teacher Observation *(Spring)*
5. Review Student Achievement - Year End *(May/June)*
6. Summative Report *(May/June)*
7. Walk-Through Observations *(principal discretion)*

# Set Student Achievement Goals

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All Teachers – Due September 30

# Student Achievement Goals

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For training on setting student achievement goals, review the *Developing Student achievement goals* PowerPoint training on SCPS Website

# Teacher Self-Evaluation

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All teachers - Due by September 30

# Teacher Self-Evaluation – Why?

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## Teachers should:

- ✓ Take stock of their professional capabilities
- ✓ Set improvement targets
- ✓ Participate in professional development

Continuous reflection of teaching practices is an integral part of professional growth

## Teachers can address

### professional growth by:

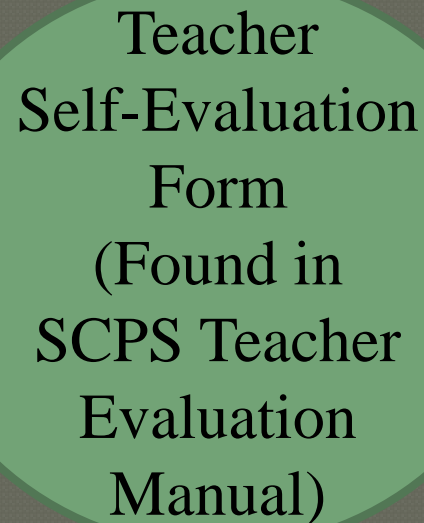
- ✓ Reflecting on their own teaching
- ✓ Reading professional documents & journals
- ✓ Attending workshops & conferences
- ✓ Developing networks with other professionals



# Teacher Self-Evaluation – How?

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The teacher self-evaluation form is based on  
*Virginia's Uniform Performance Standards for  
Teachers*



Teacher  
Self-Evaluation  
Form  
(Found in  
SCPS Teacher  
Evaluation  
Manual)

*Please turn in Teacher Self-Evaluation Goals by September 30<sup>th</sup>.*

# Mid-Year Review of Student Achievement

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All Teachers – January

# Process for Mid-Year Review of Student Achievement Goals

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A mid-year review of progress to goals will be held for all teachers.

This review (@ principal's discretion) may be conducted through:

- ❖ Peer teams
- ❖ Coaching with the evaluator
- ❖ Sharing at faculty meeting or professional day
- ❖ Format that promotes discussion, collegiality, and reflection

Mid-year review will be held within 30 days of the end of the 1<sup>st</sup> semester.

Principal will establish format & select time of the review.

Section VI of the Goal Setting for Student Progress Form will be completed during mid-year review.

# Formal Teacher Observation

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All Teachers - Spring

# Formal Teacher Observations

- All tenured teachers will have one formal observation each spring.
- Observations will be based on the seven VA Uniform Performance Standards.
- Documentation will be in the form of notes, comments, and examples to enhance the teaching/coaching process.
- Ratings with “numbers” will not be conducted at this phase of the evaluation process.

Formal  
Teacher  
Classroom  
Observation  
Form

(found in SCPS  
Teacher Evaluation  
Manual)

# Walk-Through Observations

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All Teachers – @ Principal's Discretion

# Walkthrough Observations

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## Walkthrough Classroom Observational Form

(found in SCPS  
Teacher  
Evaluation  
Manual)

Walkthrough Classroom Observational Form is based on the seven VA Uniform Performance Standards (not all standards may be documented in a single observation).

## Observational Snapshot

(found in SCPS  
Teacher  
Evaluation  
Manual)

The Observational Snapshot documents instructional model, student responses, and other targeted items.

- Walkthrough Classroom Observations and Observational Snapshots will be conducted at the principal's discretion.
- Documentation will be in the form of notes, comments, and examples to enhance the teaching/coaching process.

# Summative Report

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Teachers in Year 3 of Cycle – May/June



# About the Summative Report

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- Comes at the end of evaluation cycle
  - At the end of every 3 years for tenured teachers
- Assessment of performance quality
- Ratings for each standard based on multiple data sources
- Performance standards & indicators provide description of well-defined teacher expectations
- 5 Point Rating Scale
- Performance rubric for every standard

# Summative Report

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Summative  
Report for  
Classroom  
Teachers

Summative  
Report for  
Guidance  
Counselors

Summative  
Report for  
Media  
Specialists

Summative  
Report for  
Special  
Education  
Teachers

Summative reports will be completed in the spring for teachers in the 3<sup>rd</sup> year of the evaluation cycles.

Administrators will make decisions about performance based on observations, goal setting & achievement, Teacher Self-Reflection, and other relevant resources.

Summative reports will utilize rating scale with “numbers” on a rating scale from 1-5.

The results of the summative report will be discussed with the teacher at a summative evaluation conference.

# Summative Report – How Scored?

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Summative reports will be based on the indicators within the seven VA Uniform Performance Standards.

Teachers will be rated with a Ratings Scale from 1-5 for each **indicator**.

## Summative Report – Rating Scale

- 5 Exemplary level of performance
- 4 Exceeds the proficient level of performance
- 3 Proficient level of performance
- 2 This area needs improvement
- 1 Performance is unacceptable
- N/A Not Observed

# How Summative Report is Scored?

## Sample of Performance Standard 2

### Performance Standard 2: Instructional Planning

2. The ratings from the indicators will be averaged to obtain a score for each Performance Standard.

*The teacher plans using the Virginia Standards of Learning, the school's curriculum, effective strategies, resources, and data to meet the needs of all students.*

1. A rating from 1-5 will be given for each indicator. See previous slide for a description of each rating.

- 2.1 Uses student learning data to guide planning.
- 2.2 Plans time realistically for pacing, content mastery, and transitions.
- 2.3 Plans for differentiated instruction.
- 2.4 Aligns lesson objectives to the school's curriculum and student learning needs.
- 2.5 Develops appropriate long- and short-range goals and adapts plans when needed.

Exemplary (4.5-5)	Exceeds Expectations (4-4.4)	Proficient <i>Proficient is the expected level of performance.</i> (3.0-3.9)	Developing/Needs Improvement (2.0-2.9)	Unacceptable (1-1.9)
In addition to meeting the standard, the teacher actively seeks and uses alternative data and resources and consistently differentiates plans to meet the needs of all students.	In addition to meeting the standard, the teacher plans an assortment of activities that promotes and challenges students to learn based on their various ability levels.	The teacher plans using the Virginia Standards of Learning, the school's curriculum, effective strategies, resources, and data to meet the needs of all students.	The teacher inconsistently uses the school's curriculum, effective strategies, resources, and data in planning to meet the needs of all students.	The teacher does not plan, or plans without adequately using the school's curriculum, effective strategies, resources, and data.

Each of the seven performance standards will be rated.

3. This chart is a Performance Rubric. Each standard will have a rubric. This tells the meaning of the Performance Standard score at the top.

# Summative Report

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Per previous slide, an score will be obtained for each Performance Standard based on the average of the indicators within that standard.

For averages in the areas of needs improvement in two or more standards, unacceptable in any standard, or if an evaluator notes that a teacher would benefit from additional support, please refer to the Scott County Evaluation Handbook.

# Summative Report

## Single Summative Evaluation Rating

In addition to receiving an averaged rating for each of the seven Performance Standards, teachers will receive a single overall (summative) evaluation rating at the end of the Summative Report.

The single summative evaluation rating will be a weighted percentage of each Performance Standard. Please see chart.

**The single summative evaluation rating reflects an overall evaluation rating for the employee.**

Teacher Performance Standard	Performance Rating	Percentage contribution to the summative rating	Weighted Contribution= (quantified performance rating * Percentage Contribution)
Standard 1		10%	
Standard 2		10%	
Standard 3		10%	
Standard 4		10%	
Standard 5		10%	
Standard 6		10%	
Standard 7		40%	
		Summative Rating (sum of weighted contributions)	→

# Summative Report

## Overall Evaluation Rating – What Does the Overall Score Mean?

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The teacher's overall summative rating (weighted average from previous slide) will place them on a continuum from a 1-5. To determine the overall rating of the teacher, the following rating scale will be used:

<b>Exemplary</b> <b>(4.5-5)</b>	<b>Exceeds Expectations</b> <b>(4-4.4)</b>	<b>Proficient</b> <i>Proficient is the expected level of performance.</i> <b>(3.0-3.9)</b>	<b>Developing/Needs Improvement</b> <b>(2.0-2.9)</b>	<b>Unacceptable</b> <b>(1-1.9)</b>
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# Year End Review Student Achievement

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All Teachers - May/June



# Process for Year End Review of Student Achievement

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- Teachers are responsible for assessing the professional growth made on the goal(s) & for submitting documentation to the principals.
- Teachers may find it beneficial to draft next year's goal as part of the reflection process if goal has to be continued or revised.
- Administrators and teachers can agree to extend the due date for end of year review in order to include current year's testing data or exam scores.
- End-of-Year Review section of the Goal Setting for Student Progress Form will be completed during this review.

# Interim Performance Report

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Tenured Teachers in Year 1 & Year 2 of cycle - May/June

# About the Interim Performance Report

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- Evaluators use this form to maintain a record of evidence documented for each teacher performance standard.
- Evidence can be drawn from formal observations, informal observations, walk-through observations, teacher self-reflection, and other appropriate sources.
- Documentation will be in the form of notes, comments, and examples to enhance the teaching/coaching process.
- Ratings with “numbers” will not be utilized for the Interim Report.
- This report will be shared with the teacher during May/June of each year during years 1&2 of the evaluation cycle.

Classroom  
Teacher's  
Interim  
Report  
(See SCPS  
Manual)

Guidance  
Counselor's  
Interim  
Report  
(See SCPS  
Manual)

Media  
Specialist  
Interim  
Report  
(See SCPS  
Manual)

Special  
Education  
Teacher's  
Interim  
Report  
(See SCPS  
Manual)

# What's Next?

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- This PowerPoint training is designed to provide an initial overview of the new evaluation process and will serve as a resource for future questions.
- The next step is to attend a face-to-face Teacher Evaluation Training during Back to School Week, building meetings, and regional meetings.

# Teacher Evaluation Timeline Print for Your Records

Timeline	Activity for Professional Improvement	Task or Document	Responsibility of	
			Admin	Teacher
By Sept 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>Establish student progress goal (all probationary and continuing contract teachers)</li> <li>Complete Teacher Self Reflection Form</li> </ul>	<i>Goal Setting for Student Progress Form</i> <i>Teacher Self-Reflection Form</i>	✓	✓  ✓
Before end of the 1 <sup>st</sup> Semester	Observation (all probationary contract teachers)	<i>Observation Form</i>	✓	
Mid-year	Mid-year review of student progress goal (all probationary and continuing contract teachers).	<i>Goal Setting for Student Progress Form</i>	✓	✓
During the 2 <sup>nd</sup> Semester	Observation (all probationary and continuing contract teachers)	<i>Observation Form</i>	✓	
10 calendar days prior to summative evaluation date	Submission of end-of-year review of student progress goal (all probationary and continuing contract teachers in their summative evaluation year)	<i>Goal Setting for Student Progress Form</i>	✓	✓
Before Last Week of School	<ul style="list-style-type: none"> <li>Submission of end-of-year review of student progress goal (all continuing contract teachers <b>not</b> in their summative evaluation year).</li> <li>Interim performance evaluation (all continuing contract teachers in years one and two of the three year evaluation cycle)</li> <li>Summative evaluation (all probationary and continuing contract teachers in their summative evaluation year)</li> </ul>	<i>Goal Setting for Student Progress Form</i> <i>Teacher Interim Performance Report</i> <i>Teacher Summative Evaluation Form</i>	✓ ✓ ✓	✓

# Professional Development Certificate

## SCOTT COUNTY SCHOOLS 2012-2013

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Name: \_\_\_\_\_

Please sign, date, and keep certificate for 1 hour of professional development.

I have completed the *Teacher Evaluation Process* PowerPoint training.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# References

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Scott County Public Schools. (2012, May 1). Teacher evaluation handbook. Retrieved May 15, 2012, from Scott County Public Schools:

<http://scott.k12.va.us/Resources%20for/Staff/SCOTT%20COUNTY%20PUBLIC%20SCHOOLS%20EVALUATION%20HANDBOOK%20HYPERLINKED.pdf>

Virginia Department of Education. (2011, April 28). guidelines for uniform performance standards and evaluation criteria for teachers. Retrieved May 15, 2012, from Virginia Department of Education:

[http://www.doe.virginia.gov/teaching/regulations/2011\\_guidelines\\_uniform\\_performance\\_standards\\_evaluation\\_criteria.pdf](http://www.doe.virginia.gov/teaching/regulations/2011_guidelines_uniform_performance_standards_evaluation_criteria.pdf)