

Process for Teacher Evaluations

LCS 8/12/15

Pre-evaluation conference (must conduct, face to face)

- Review Professional Development Plan (should align with self-assessment)
- Review self-assessment (Tell me about the artifacts you have/will have to support the higher rating)
- What might I expect to see from you in your classroom this year?
- What do you need from me as the administrator to support you?
- What do you want me to look for/feedback on/data on during your observation?
- At the end of the year, how will you know if you have been successful in your role?
- **Set up first observation date**

Prior to each **observation**, ask staff members these questions:

- What will I see?
- What students will struggle? What students will know this? What will you do to address these?
- What behavior from students will tell you if students learned the material or not?
- What data do you want me to provide you from your lesson? (ex. Wait time, questioning...)

First Post Observation Meeting (face to face) *Remember to review/sign PD Plan*

- What did you do that was successful? (promotes self-reflection)
- What are you going to continue to do?
- What might you change?

Second Post-Observation/Mid-Year Conference *Remember to review/sign PD Plan*

- Give staff same reflection questions from first post observation.
- Conference does not have to be face to face. Give teachers the option to meet or not.
- Non-tenured/struggling staff must have face-to face meetings each time.

Third Post- Observation/Summary Evaluation *Remember to review/sign PD Plan*

- Face to face meeting required
- Utilize questions used in previous post observations
- Teachers will need to bring data for student growth requirement
- Sign off on technology checklist

Non-Tenured/Struggling Staff Members

- Non-tenured/struggling staff must have a minimum of three completed observations with face to face post meeting every time.
- If you see concern areas, increase McREL observations to 6-8.