Monthly Evidence Checklist for Educator Evaluation

November

- **Orientation on process:** Check your district’s evaluation plan for completion date; **must** be completed by 11/15. (look to October for criteria)

- **Develop professional development growth plan to support practice goals and instruction to impact student learning:**
  - Identify clear learning objectives for yourself
  - Review and identify learning activities offered by district, professional organizations, online resources, etc.
  - Determine indicators of progress/reaching objectives

- **Teacher reflection and goal setting conference:** check your district’s evaluation plan for completion date; must be completed by 11/15 (see October)

- **Collect evidence to support focus area(s), goals, and objectives and upload to data management system, such as:**
  - PD activities in which you have participated
  - Student work
  - Notes re: your observations of student progress or challenges

- **Have you had any in-class observations? Make note of the following:**
  - **If INFORMAL:**
    - How long was administrator there?
    - How many evaluators were there at once?
    - Did you get verbal or written feedback?
    - How long after the observation did you receive feedback?
  - **If FORMAL:** Same questions from formal, plus:
    - Was there a pre-conference?
    - If you had a face-to-face post-conference, how long did it last?

- **Check phone communication log: is it up to date?**

- **Make sure you’re saving and sorting email communications!**