Monthly Evidence Checklist for Educator Evaluation

October

♦ Orientation on process: Check your district’s evaluation plan for completion date; must be completed by 11/15.

♦ Did your orientation include:
  ✓ General discussion of evaluation process, teachers’ roles, observations and review of practice?
  ✓ School or district priorities to be reflected in teacher practice focus areas and SLOs?
  ✓ How are parent feedback (10%) to be collected (Surveys? School-wide Parent engagement goals?)
  ✓ How student outcomes related indicators (5%) will be captured (Student feedback? Whole-school learning indicators? Combination of both?)?
  ✓ What your district’s dispute resolution plan is?

♦ Teacher reflection and goal setting: check your district’s evaluation plan for completion date; must be completed by 11/15.
  ✓ Examine all student data
  ✓ Review prior year’s evaluation and survey results (if applicable)
  ✓ Review district’s observation rubric to help set performance and practice focus area(s), parent feedback goal (if required).
  ✓ Discuss collaboration with grade-level or subject matter teams
  ✓ Write draft of practice goals, SLOs, IAGDs

♦ Goal-setting conference: check district plan for target date; must be completed by 11/15
  ✓ Teacher and evaluator meet to discuss teacher’s proposed focus area; goals and objectives; MUTUAL AGREEMENT is ESSENTIAL to procedure
  ✓ Evaluator may request revisions to proposed focus area(s), goals and objectives if they do not meet approval criteria.
  ✓ Review with evaluator whether you will have formal, in-class observations and other reviews of practice (such as data team meetings, observations of coaching/mentoring sessions or reviews of lesson plans/other teaching artifacts).
  ✓ Review control factors and discuss with evaluator any factors you feel may impact student performance and your evaluation.