

MERSD Educator Evaluation Schedule & Updates 2020-2021

Activity:	DEADLINES <i>(To be finalized annually)</i>	
	Pre-PTS	PTS
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process and <i>provide training</i> . Ongoing training and support will be provided in addition to these scheduled training modules.	<i>See Dates Below</i>	
	<i>See Dates Below</i>	
	<i>See Dates Below</i>	
	Pre-PTS	PTS
Evaluator meets with first-year educators to assist in self-assessment and goal setting process.	October 23 <i>If applicable</i>	n/a
Educator submits self-assessment and proposed goals.	November 2	November 6
Evaluator approves goals.	November 11	November 13
Educator submits Educator Plan.	November 18	November 25
Evaluator approves Educator Plans	November 25	December 6
Evaluator should complete first observation of each Educator	December 6	<i>Within 2-year cycle</i>
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) * or four weeks before Formative Assessment Report date established by Evaluator	January 22	n/a
Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans	February 12	n/a
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	February 29	n/a
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) *or 4 weeks prior to Summative Evaluation Report date established by evaluator	April 26	April 26
Evaluator completes Summative Evaluation Report; Educator acknowledges receipt of Summative Evaluation Report within five school days of posting	May 28	May 28

MERSD Educator Evaluation Schedule & Updates 2020-2021

notification		
Evaluator meets with Educators whose overall Summative Evaluation ratings are ‘Needs Improvement’ or ‘Unsatisfactory’	June 4	June 4
Evaluator meets with Educators whose ratings are ‘Proficient’ or ‘Exemplary’ at request of Evaluator or Educator	June 11	June 11
Educator written responses to Summative Evaluation Reports are posted	June 18	June 18

REMINDER – Updated Forms & Clarification of Artifact (Evidence) Submission

Thanks to the efforts of the Educator Evaluation Task Force, we have streamlined some record keeping documents, and we have improved the language of the classroom observation check-list. We hope you find these to be helpful improvements.

Self-Assessment Form (Located under the State Standards Header in Teachpoint Forms)

This form is to be completed by **new staff**. Faculty, who have already been on cycle, should conduct a self-assessment and use their findings to inform goal setting

Goals Setting & Educator Plan Form (Located under the MERSD Teacher Header in Teachpoint Forms)

We’ve moved to one combined form for goal setting and the educator plan. The goal setting form is no longer needed as a separate document. Goals can be entered right into the Educator Plan document. Supervisors will approve goals (with a non-locking signature) prior to the completion of the full plan. Our hope is to avoid duplicative paperwork.

Evidence Collection Form (Located under the MERSD Teacher Header in Teachpoint Forms):

There is now one single form for evidence submission. It can be started at any time and added to as needed. It can be used over two years as it has a non-locking signature option for the formative year. It includes sections for both the goals and the standards.

- Goals artifact/data submission is separate from artifacts submitted for the standards. The amount and scope of artifacts/data submitted will be relative to the completion of goal.
- Artifacts submitted in support of standards should range from 3-6 pieces in total by the summative.
 - It is encouraged that you submit artifact (evidence) for standards/elements that are not easily observable. Example – Standards III & IV
 - You are encouraged to submit artifacts (evidence) that address multiple standards/elements if possible.
 - Artifacts (evidence) can be submitted at any time and update throughout the process.
 - Remember: This is an ongoing cycle. There does not need to be a piece of paper for everything all the time.