MADISON-CHAMPAIGN ESC EVALUATOR'S TRACKING RECORD FOR M-CES

Professional Staff Member's Name: _____

School Year: _____ Evaluator_____

Overall Rating on most recent M-CES evaluation within last 2 years: (circle one) Accomplished Skilled Developing Ineffective

| | | | Action | Date Completed | Start Time | End Time | Notes |
|---|---|---|---|---|---|---|---|
| Contract Year Teachers | Non-Contract Year Professional Staff with previous rating of Developing or Ineffective | Required for All Professional Staff (Including previous rating of Skilled or Accomplished) | Self-Assessment (It is a recommendation for those rated skilled or accomplished) | | | | |
| | | | **Professional Growth Plan/Improvement Plan Approved by Supervisor | | | | |
| | | | Pre-Conference for Observation #1 | | | | |
| | | | **Observation #1 | | | | |
| | | | Post-Conference for Observation #1/Conference for skilled or Accomplished | | | | |
| | | | **Walkthrough #1 | | | | |
| | | | Mid-Year Review and Conference | | | | |
| | | | Pre-Conference for Observation #2 | | | | |
| | | | **Observation #2 | | | | |
| | | | Post-Conference for Observation #2 | | | | |
| | | | **Walkthrough #2 | | | | |
| | | | Pre-Conference for Observation #3 | | | | |
| | | | **Observation #3 | | | | |
| | | | Post-Conference for Observation #3 | | | | |
| **Evaluation Conference** | | | | | | | |

☐ This individual is in a position which is professional pupil services personnel and spends less than fifty percent (50%) of their time teaching or otherwise working directly in the presence of students. Therefore, there are some changes in requirements: Informal and/or Formal observations are not required and whether or not they should be a part of the evaluation shall be determined by the evaluator on a case-by-case basis. However, following any formal observations and/or gathering of other evaluative data, and before finalizing any evaluation report, the evaluator shall arrange a post-evaluation conference at which the results of the evaluation process are discussed with the administrator.

Score Rating: _____

REV 4/26/16