APPENDIX A-5

SUMMATIVE SCORING LEVELS OF PERFORMANCE – Observation and Evaluation Running Record Form

Teacher_____ School _____ Grade Level(s)_____

Evaluator_____ Year _____

Comprehensive ☐ **Focused** ☐ Criterion for Focused _____

Annual Evaluation ☐ Other ☐

Observation #1 Date:	Informal/Evidence Date:
Observation #2 Date:	Informal/Evidence Date:
Final Evaluation Conference Date:	Informal/Evidence Date:

Bold indicates required within the process. Informal/Evidence indicates other times when evidence may be gathered and utilized towards the final summative evaluation score. Dates of those informal evidence gathering times should be logged on this form and signed on the signature log at the end of the document.

How this Form Works:

The evaluator will use this form as a continuous running record throughout the year to gather evidence collaboratively with the teacher prior to May 15 to determine the levels of performance scores in each of the 8 State Criteria for the final evaluation. Comments will be gathered on this one form and date stamped throughout the year and signed by the evaluator and teacher to indicate receipt of the updated document.

Evidence and observations gathered throughout the year will be placed within the appropriate level by the evaluator to show progress towards the final evaluation score. Final scoring for each of the 8 criteria will not be done until the final evaluation. Only the rubrics from the Danielson Framework for Teaching and the Student Growth components may be used to determine final summative scores.

Criteria 1: Centering Instruction on High Expectations for Student Achievement	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
2b Establishing a Culture for Learning	Evidence Gathering Dates/Preliminary Score				Add Scores from all columns to get a "Total Score"
	Summative Score for Evaluation				
	☐	☐	☐	☐	
3a Communicating with Students	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
3c Engaging Students in Learning	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
Enter "total score" under each column					
Overall "Rating Range"	**3-4**	**5-7**	**8-10**	**11-12**	Criteria Score ↓
Using the Range, indicate the Level of Performance for this Criterion for Final Evaluation purposes. Copy to the Summary Page.					
Comments and Evidence Log:					

Criteria 2: Demonstrating Effective Teaching Practices	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
3b Using Questioning and Discussion Techniques	Evidence Gathering Dates/Preliminary Score				Add Scores from all columns to get a "Total Score"
	Summative Score for Evaluation				
	☐	☐	☐	☐	
4a Reflecting on Teaching	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
Enter "total score" under each column					
Overall "Rating Range"	**2**	**3-4**	**5-6**	**7-8**	Criteria Score ↓
Using the Range, indicate the Level of Performance for this Criterion for Final Evaluation purposes. Copy to the Summary Page.					
Comments and Evidence Log:					

Criteria 3: Recognizing Individual Student Learning Needs and Developing Strategies to Address Those Needs.	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
	Evidence Gathering Dates/Preliminary Score				

1b Demonstrating Knowledge of Students					Add Scores from all columns to get a "Total Score"
	Summative Score for Evaluation				
	☐	☐	☐	☐	
3e Demonstrating Flexibility and Responsiveness	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
SG 3.1 Establish Student Growth Goal(s) Subgroups	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
SG 3.2 Achievement of Student Growth Goal(s) Subgroup	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
Enter "total score" under each column					
Overall "Rating Range"	**4-5**	**6-9**	**10-13**	**14-16**	Criteria Score ↓
Using the Range, indicate the Level of Performance for this Criterion for Final Evaluation purposes. Copy to the Summary Page.					
Comments and Evidence Log:					

Criteria 4: Providing Clear and Intentional Focus on Subject Matter Content and Curriculum	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
1a Demonstrating Knowledge of Content and Pedagogy	Evidence Gathering Dates/Preliminary Score				Add Scores from all columns to get a "Total Score"
	Summative Score for Evaluation				
	☐	☐	☐	☐	
1c Setting Instructional Outcomes	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
1d Demonstrating Knowledge of Resources	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
1e Designing Coherent Instruction	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
Enter "total score" under each column					
Overall "Rating Range"	**4-5**	**6-9**	**10-13**	**14-16**	Criteria Score ↓
Using the Range, indicate the Level of Performance for this Criterion for Final Evaluation purposes. Copy to the Summary Page.					
Comments and Evidence Log:					

Criteria 5: Fostering and Managing a Safe, Positive Learning Environment	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
	Evidence Gathering Dates/Preliminary Score				

2a Creating an Environment of Respect and Rapport					Add Scores from all columns to get a "Total Score"
	Summative Score for Evaluation				
	☐	☐	☐	☐	
2c Managing Classroom Procedures	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
2d Managing Student Behavior	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
2e Organizing Physical Space	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
Enter "total score" under each column					
Overall "Rating Range"	**4-5**	**6-9**	**10-13**	**14-16**	Criteria Score ↓
Using the Range, indicate the Level of Performance for this Criterion for Final Evaluation purposes. Copy to the Summary Page.					
Comments and Evidence Log:					

Criteria 6: Using Multiple Student Data Elements to Modify Instruction and Improve Student Learning	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
1f Designing Student Assessments	Evidence Gathering Dates/Preliminary Score				Add Scores from all columns to get a "Total Score"
	Summative Score for Evaluation				
	☐	☐	☐	☐	
3d Using Assessment in Instruction	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
4b Maintaining Accurate Records	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
SG 6.1 Establish Student Growth Goal(s) Whole Classroom	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
SG 6.2 Achievement of Student Growth Goal(s) Whole Classroom	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
Enter "total score" under each column					
Overall "Rating Range"	**5-7**	**8-12**	**13-17**	**18-20**	Criteria Score ↓
Using the Range, indicate the Level of Performance for this Criterion for Final Evaluation purposes. Copy to the Summary Page.					
Comments and Evidence Log:					

Criteria 7: Communicating and Collaborating With Parents and School Community	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
	Evidence Gathering Dates/Preliminary Score				Add

4c Communicating with Families					Scores from all columns to get a "Total Score"
	Summative Score for Evaluation				
	☐	☐	☐	☐	
Enter "total score" under each column					
Overall "Rating Range"	**1**	**2**	**3**	**4**	Criteria Score ↓
Using the Range, indicate the Level of Performance for this Criterion. Copy to the Summary Page 5.					
Comments and Evidence Log:					

Criteria 8: Exhibiting Collaborative and Collegial Practices Focused On Improving Instructional Practice and Student Learning	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
4d Participating in a Professional Community	Evidence Gathering Dates/Preliminary Score				Add Scores from all columns to get a "Total Score"
	Summative Score for Evaluation				
	☐	☐	☐	☐	
4e Growing and Developing Professionally	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
4f Showing Professionalism	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
SG 8.1 Establish Team Student Growth Goal(s)	Evidence Gathering Dates/Preliminary Score				
	Summative Score for Evaluation				
	☐	☐	☐	☐	
Enter "total score" under each column					
Overall "Rating Range"	**4-5**	**6-9**	**10-13**	**14-16**	Criteria Score ↓
Using the Range, indicate the Level of Performance for this Criterion for Final Evaluation purposes. Copy to the Summary Page.					
Comments and Evidence Log:					

PRELIMINARY SUMMARY RATING

Criteria	1	2	3	4	5	6	7	8	Total
Score									
OSPI Approved Summative Scoring Band:									
8-14		15-21		22-28		29-32		Overall Preliminary Rating*	
1 Unsatisfactory		2 Basic		3 Proficient		4 Distinguished			

STUDENT GROWTH RATING

Student Growth Rubric and Rating	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
3.1 Establish Student Growth Goal(s) Subgroups	☐	☐	☐	☐	Add Scores from all columns to get a "Total Score"
3.2 Achievement of Student Growth Goal(s) Subgroup	☐	☐	☐	☐	
6.1 Establish Student Growth Goal(s) Whole Classroom	☐	☐	☐	☐	
6.2 Achievement of Student Growth Goal(s) Whole Classroom	☐	☐	☐	☐	
8.1 Establish Team Student Growth Goal(s)	☐	☐	☐	☐	
Enter "total score" under each column					
OSPI Approved Student Growth Impact Rating Scoring Band	**5-12 Low**	**13-17 Average**	**18-20 High**	Student Growth Score →	

- For 3.2 and 6.2 there must be a minimum of two student growth measures used.
- A student growth score of "1" in any of the student growth rubric will result in a "Low" growth rating.
- A "Low" growth rating will require a Student Growth Inquiry to be completed

Note on "Focused" Evaluation Final Summative Scoring

- The final criterion score will be considered the final summative score.
- The Focused evaluation will include the student growth rubric of the selected criterion. If criterion 3, 6, or 8 is selected, the evaluator will use the accompanying student growth rubrics.
- If criterion 1, 2, 4, 5, or 7 is selected, criterion 3 or 6 student growth rubrics will be used. The summative score will then be determined using the criterion scoring ranges indicated in this document. If there are six components required for a summative score (i.e., four Danielson and two Student Growth), the scoring band will be as follows:

  Level 1: Unsatisfactory 6-8
  Level 2: Basic 9-14
  Level 3: Proficient 15-20
  Level 4: Distinguished 21-24
- While there is no student growth impact rating, a rating of "1" on any student growth rubric row triggers a student growth inquiry.

FINAL SUMMATIVE RATING

Preliminary Summary Rating					
Student Growth Rating				Student Growth Inquiry Is Required	☐
Unsat/Low* = Unsat Unsat/Avg = Unsat Unsat/High = Unsat	Basic/Low* = Basic Basic/Avg = Basic Basic/High = Basic	Prof/Low* = Prof Prof/Avg = Prof Prof/High = Prof	Dist/Low = Prof Dist/Avg = Dist Dist/High = Dist		
* A "Low" Student Growth Rating will require a Student Growth Inquiry to be completed					
OVERALL SUMMATIVE RATING					

Overall Strengths:

Overall Areas for Growth:

General Comments:

Signature Log

Purpose	Date	Employee Signature	Evaluator Signature
Observation #1			
Observation #2			
Final Evaluation			

Bold titles are required in the process