Educator Evaluation Observation Protocol Flow Chart

<u>Year One</u> Developing Educator Plan

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Evaluator: First unannounced observation 20 minute minimum by November 1

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Evaluator: Post observation written feedback in Teachpoint within 5 school days *see 2nd page announced observation protocol

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Educator: Reviews feedback, responds to questions in the form, requests conference if needed. Signs form if not.*

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Evaluator: Second unannounced observation 20 minute minimum by May 15

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Evaluator: Post-observation written feedback in Teachpoint within 5 school days *see 2nd page announced observation protocol

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Educator: Reviews feedback, responds to questions in the form, requests conference if needed. Signs form if not.*

Developing Educators (Non- PTS) & Directed Growth plans

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Evaluator: First unannounced observation 20 minute minimum by November 15

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Evaluator: Post observation written feedback in Teachpoint within 5 school days *see 2nd page announced observation protocol

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Educator: Reviews feedback, responds to questions in the form, requests conference if needed. Signs form if not.*

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Evaluator: Second unannounced observation 20 minute minimum by May 15

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Evaluator: Post-observation written feedback in Teachpoint within 5 school days *see 2nd page announced observation protocol

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Educator: Reviews feedback, responds to questions in the form, requests conference if needed. Signs form if not*

Self-Directed Growth plan

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Evaluator: One unannounced observation 20 minute minimum before May 15 each year (two total in the 2-year cycle)

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Evaluator: Post observation written feedback in Teachpoint within 5 school days *see 2nd page announced observation protocol

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Educator: Reviews feedback, responds to questions in the form, requests conference if needed. Signs form if not.*

*A signed form does not indicate agreement with the contents, only that the educator has read it. A signature on a form locks the form, so do not sign until it is finalized by both you and the evaluator. If an educator disagrees with the observation write-up, they can create an Educator Response Form in TeachPoint/Vector Solutions and respond there.

Educator Evaluation Observation Protocol Flow Chart

*** Any observation or series of observations resulting in one or more standards aligned with MA DESE Model Rubric language of Unsatisfactory or Needs Improvement triggers the Announced Observation Protocol**

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Evaluator: Requires post-observation conference within 5 school days of the unannounced observation and a follow-up announced observation of at least 30 minutes within 30 school days of the prior observation.

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Evaluator: Selects time and date of announced observation and requires a pre-observation conference within 5 school days of the observation.

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Educator: Creates a lesson plan and shares with the Evaluator in preparation for a pre-observation conference (or student meeting, parent meeting, IEP meeting, etc. depending upon role).

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Educator & Evaluator: Meet to review the plan for the upcoming announced observation in a pre-observation conference.

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Evaluator: Conducts 30 minute minimum announced observation

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Evaluator: Requires post-observation conference within 5 school days of the observation

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Evaluator: Provides written feedback within 5 days of the post-observation conference.

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Educator: Reviews feedback, responds to questions in the form, requests an additional conference if needed. Signs form if not*

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Evaluator: Determines if further announced observations are necessary

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