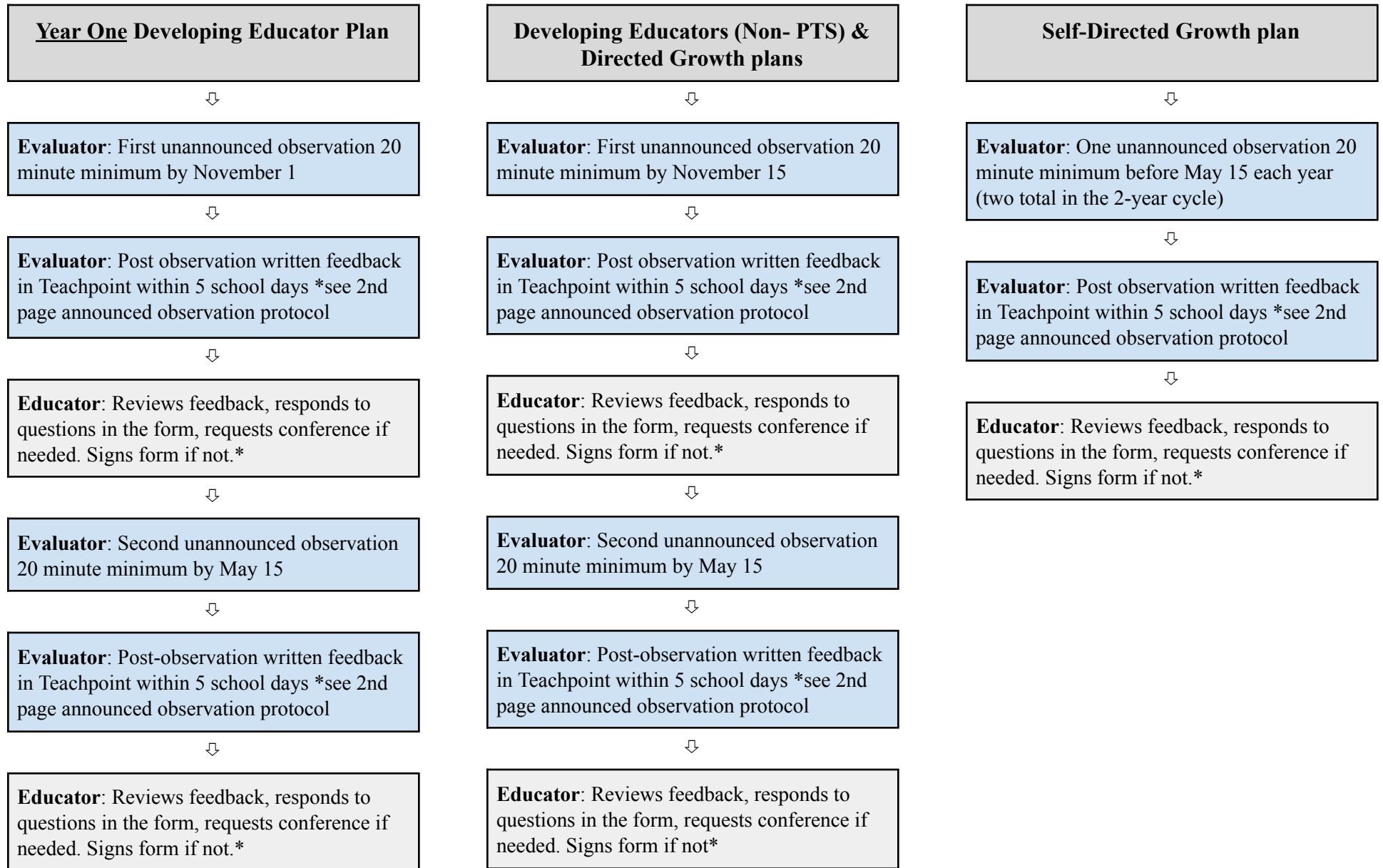


# Educator Evaluation Observation Protocol Flow Chart



\*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**



**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.



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



**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).



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



**Evaluator:** Conducts 30 minute minimum announced observation



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



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



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



**Evaluator:** Determines if further announced observations are necessary

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