

MAS Educator Evaluation Process

The Milan Area School District has developed an annual teacher performance evaluation system that determines effectiveness based on the following factors:

1. Individual Performance (Danielson Rubric): - 75%

- Evidence of student growth as a major factor
- Demonstration of teaching skills, including knowledge, ability to impart knowledge, planning, delivery, classroom management, and preparation
- Management of classroom and pupils, rapport with parents and other teachers, and physical and mental ability

2. Student Growth and Assessment Data (Data Rubric) - 20%

- Student growth and assessment data used for teacher evaluation will be the combined student growth and assessment data for the building based on Student Growth Percentiles (SGP) for M-STEP and SAT-Suite data and Conditional Growth Percentiles (CGP) for NWEA data. The data used will incorporate the most recent three consecutive years of student growth data. The most recent year will be weighted at 50%, the most recent past year will be weighted at 30%, and the second most recent past year will be weighted at 20%.

3. Other Objective Factors - 5%

- Teacher attendance and disciplinary record
- Significant and Relevant Accomplishments and Contributions:
 - Clear, significant, relevant contributions above the normal expectations of peer group
 - Demonstrated record of exceptional performance
- Relevant Special Training:
 - Completion of training beyond professional development required by employer or law
 - Integration of training into instruction “in a meaningful way”

Scheduling of Teacher Evaluations:

Non-tenured teachers and tenured teachers that received a rating of needing support or developing, on the most recent year-end evaluation, are required to have an annual evaluation. Teachers that received ratings of Effective or Highly Effective (prior to July 1, 2024) and/or Effective (after July 1, 2024) on the three most recent consecutive evaluations may be evaluated triennially. Starting in the 2024-2025 school year, teachers meeting the triennial designation will be divided into three groups to begin their triennial evaluation cycle in one of the following three school years.

The evaluation process will include, but will not be limited to the following:

Tenure Teachers:

- **Goal Setting Meeting:** Annual meeting to establish professional growth goals that will be discussed throughout the annual evaluation process. All goals should be listed in the district's electronic evaluation software.
- **Observation:** A minimum of two, 15 minute observations, will occur during the school year. At least two observations will be followed with written feedback within 30 days of the observation in the district's electronic evaluation software. In-person meetings may be requested by the teacher or administrator to discuss the observations.
- **Mid-Year Meeting Optional:** At the request of the teacher or administrator, mid-year meetings may be scheduled to discuss goal progress, professional development plans, current practices, or other relevant factors.
- **End-of-Year Meeting:** Teachers will submit their self evaluation in the district's electronic evaluation software at least 48 hours prior to this meeting. The meeting will focus on annual goal attainment, progress in the evaluation tool, student achievement data, data-informed practices, and any other relevant factors. Final effectiveness rating will be discussed.
- **Final Evaluation Released:** Following the release of the final evaluation, teachers will set up meeting times

with the administrator, as needed. This end of the year evaluation will become part of the teacher's personnel file. Final effectiveness ratings are reported to the state.

Non-Tenure/IDP Teachers:

- **Goal Setting Meeting:** Annual meeting to establish professional growth goals that will be discussed throughout the annual evaluation process. All goals should be listed in the district's electronic evaluation software. This process will also include the development of the Individualized Development Plan (IDP), in consultation between the evaluator and the teacher.
- **Observation:** A minimum of two, 15 minute observations, will occur during the school year. At least two observations will be followed with written feedback within 30 days of the observation in the district's electronic evaluation software. In-person meetings may be requested by the teacher or administrator to discuss the observations.
- **Mid-Year Meeting:** Mid-year meetings will be scheduled to discuss goal progress, professional development plans, current practices, or other relevant factors. The meeting will be aligned to the IDP, will include specific performance goals, and any recommended training to achieve those goals. A summary of the meeting will be provided in writing in the district's electronic evaluation software.
- **End-of-Year Meeting:** Teachers will submit their self evaluation in the district's electronic evaluation software at least 48 hours prior to this meeting. The meeting will focus on annual goal attainment, progress in the evaluation tool, Student achievement data, data-informed practices, and any other relevant factors. Final effectiveness rating will be discussed.
- **Final Evaluation Released:** Following the release of the final evaluation, teachers will set up meeting times with the administrator, as needed. This end of the year evaluation will become part of your personnel file. Final effectiveness ratings are reported to the state.

Unevaluated Teachers:

- Teachers rated as Effective or Highly Effective (prior to July 1, 2024) and/or Effective (after July 1, 2024) for three consecutive years, may be placed on a triennial evaluation cycle. Administrators reserve the right to place unevaluated teachers onto a formal evaluation cycle at any time.
- **Goal Setting Meeting:** Annual meeting to establish professional growth goals that will be discussed throughout the annual evaluation process. All goals should be listed in the district's electronic evaluation software.
- **Observation:** Observations may occur during the school year and may be followed with documentation or in-person meetings.
- **Mid-Year Meeting Optional:** At the request of the teacher or administrator, mid-year meetings may be scheduled to discuss goal progress, professional development plans, current practices, or other relevant factors.
- **End-of-Year Meeting:** The meeting will focus on annual goal attainment, student achievement data, data-informed practices, and any other relevant factors.

The Annual Evaluation will provide the employee with an Effectiveness Rating of:

1. Needing Support 2. Developing 3. Effective

The Effectiveness Rating will be calculated using the following method:

1. Final Score = 75% Average of Domains 1-4, 20% Student Assessment Data, 5% Other Objective Factors
2. Final Score between 0 and 2.5 results in a Needing Support or Developing Rating
Final Score between 2.51 and 4 results in an Effective Rating

Notes: Additional rubrics for non-traditional teaching roles may be used.