

# Newton Public Schools: Forms for Educator Evaluation

## Overview of Forms

Unofficial Summary Written by Amy Winston

**Educator Tracking Sheet (1 page).** This form is intended to be used to track the completion of each step throughout the educator’s evaluation process. It will be completed by the educator in conjunction with his/her primary evaluator. There are four versions of this form; each is correlated to a different educator plan.

**Self-Assessment and Goal Setting Form (2 pages).** This form is intended to be used in support of Step 1: Self-Assessment **and** Step 2: Goal Setting and Plan Development. Evaluators sign the form to indicate receipt. The form includes sections for the educator to complete an analysis of student learning, growth, and achievement and an assessment of practice against performance standards. The form should initially be submitted with the box “Proposed Goals” checked. If the goals are approved as written, the evaluator will check the box “Final Goals” and include a copy of the form with the **Educator Plan Form**. If the goals undergo further refinement, edits may be made to the original, or the form may be rewritten. If the form is redone, the new form should have the box “Final Goals” checked and should then be attached to the **Educator Plan Form**. Submission of this form will be noted on the **Educator Tracking Sheet**.

**Educator Plan Form (2 pages).** This form is intended to be used in support of Step 2: Goal Setting and Plan Development. It will either be completed by the educator for a *Self-Directed Growth Plan*, by the educator and the evaluator together for a *Directed Growth Plan* and a *Developing Educator Plan*, and by the evaluator for an *Improvement Plan*. Completion and/or submission of this form will be noted on the **Educator Tracking Sheet**.

**Educator Plan Addendum – Individual Professional Development Plan for Re-licensure (2 pages)** This form is to be used by teachers with professional licenses in the state of MA. It is not a part of the evaluation process but is intended to help teachers with the re-licensure process.

**Announced Observation Feedback Form (1 page)** – This form is to be used to provide written feedback to the educator after an announced observation. The

written feedback is to be provided after the post-observation conference.

**Formative Assessment Report Form (2 pages).** This form is intended to be used in support of an educator's formative assessment (Step 4) at the mid-point of the evaluation cycle, at minimum; it can be used multiple times as Formative Assessment can be ongoing. It will be completed by the evaluator. Evaluators will assess both progress toward goals and performance on Standards. Evaluators will provide a brief narrative of progress that includes feedback for improvement. Educators sign off to indicate that they have received a copy of the report and may use the **Educator Response Form** to provide a written response. Completion of this form will be noted on the **Educator Tracking Sheet**.

**Formative Evaluation Report Form (3 pages).** This form is intended to be used in support of an educator's formative evaluation at the end of year one of a two-year *Self-Directed Growth Plan*. It will be completed by the evaluator. Evaluators are not required to assess both progress toward goals and performance on Standards; they will check off whether they are evaluating "Progress toward Attaining Goals," "Performance on each Standard," or both. Evaluators may provide a brief narrative of progress that includes feedback for improvement. At the point of Formative Evaluation, the overall rating is assumed to be the same as the prior summative evaluation unless evidence demonstrates a significant change in performance leading to a change in Overall Rating and, possibly, Educator Plan. If there is a change in rating, evaluators must provide comments briefly describing *why* the rating has changed, the *evidence* that led to a change in rating, and offering *feedback for improvement*. Educators sign off to indicate that they have received a copy of the report and may use the **Educator Response Form** to provide a written response. Completion of this form will be noted on the **Educator Tracking Sheet**.

**Summative Evaluation Report Form (3 pages).** This form is intended to be used for Step 5: Summative Evaluation. This form applies to all Educator Plans. It will be completed by the evaluator. The evaluator must complete all sections, which are: "Progress Toward Student Learning Goal(s)," "Progress Toward Professional Practice Goal(s)," "Rating on each Standard," "Overall Performance Rating," and "Plan Moving Forward." Evaluators must provide comments on the student learning goal(s), professional practice goal(s), and the overall rating briefly describing the level of attainment or performance rating, the *evidence* that led to the level of attainment/rating, and offering *feedback for improvement*.

Specific comments relative to individual standards are only necessary for ratings of Needs Improvement or Unsatisfactory. Educators sign off to indicate that they have received a copy of the report and may use the **Educator Response Form** to provide a written response. Completion of this form will be noted on the **Educator Tracking Sheet**.

**Educator Response Form (1 page)**. This form is intended to be used in support of the educator, should he/she want to have a formal response to any part of the evaluation process kept on record. It will be completed by the educator; the evaluator will sign to acknowledge receipt. If the form is submitted in response to the Formative Assessment/Evaluation or to the Summative Evaluation, receipt of the response will also be noted on the **Educator Tracking Sheet**.

