

**TEACHER EVALUATION PROCEDURES**

**Monroe County Intermediate School District**

**Monroe, Michigan**

**2017-18**

**September 1, 2017**

**C:\Users\betsy.taylor\Work Folders\Documents\Evaluations\Teacher Evaluation 2017.18\TEACHER EVALUATION PROCEDURES.docx**

 **MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**

**MONROE, MICHIGAN**

**TEACHER EVALUATION PROCEDURES 2017-18**

**The procedures are posted on the Human Resources webpage under “Evaluations.”**

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**PURPOSE OF THE EVALUATION**

All teachers are required to have an annual evaluation that is “rigorous, transparent and fair” and of which, student growth is a significant factor. The district has chosen The Thoughtful Classroom Teacher Effectiveness Framework (“TTCTEF”) as the teacher evaluation framework beginning with the 2017-18 school year for all MCISD teachers responsible for direct classroom instruction/teacher of record. TTCTEF is a comprehensive system for observing, evaluating and refining classroom practice. It is one of the four approved models in the state of Michigan. The ultimate goal of the Framework is to create a common language for talking about high quality teaching and how classroom practice can be improved.

The TTCTEF allows for assessment according to ten (10) dimensions of teaching.

* Component One contains the Four Cornerstones of Effective Teaching. The Cornerstones represent the universal elements of quality instruction:

**Cornerstone 1**: Organization, Rules and Procedures

**Cornerstone 2:** Positive Relationships

**Cornerstone 3:** Engagement and Enjoyment

**Cornerstone 4**: A Culture of Thinking and Learning.

* Component Two contains the Five Episodes of Effective Instruction, which will increase the likelihood of deep learning:

**Episode 5**: Preparing Students for New Learning.

**Episode 6:** Presenting New Learning

**Episode 7:** Deepening and Reinforcing Learning

**Episode 8:** Applying Learning

**Episode 9:** Reflecting on and Celebrating Learning

* This final Component looks beyond the classroom, focuses on professional practice, and addresses non-instructional responsibilities such as the teacher’s commitment to ongoing learning, professionalism and the school community:

**Dimension 10:** Effective Professional Practice

**Dimension 11:** This is the Student Growth module which accounts for 25% of the evaluation. Teachers will use three assessments in monitoring their students’ academic growth. The three assessment areas are standardized testing, curriculum based assessments and student learning objectives/academic action plan.

**EVALUATION CHECKLIST**

1. **Checklist on STAGES**

Teachers and Supervisors will follow the appropriate Checklist in STAGES to complete the required steps in the Teacher Annual Evaluation. In STAGES, the checklist and rubrics for teachers are as follows:

**Checklist # Rubric #**

GSRP Teachers: 14267 10388 – TTC[[1]](#endnote-1) – Math and ELA

HS Teachers : 14268 10388 – TTC – Math and ELA

Probationary Teacher[[2]](#footnote-1): 14636 10388 – TTC – Math and ELA

Tenured Teacher: 14634 10388 – TTC – Math and ELA

**Checklist # Rubric #**

Teacher – HE 14287 10198 – Thoughtful Classroom

* The following items explain the checklist and its components.
1. **Individual Development Plan**
* Supervisors, in consultation with the Probationary Teacher, will develop an Individual Development Plan (“IDP”).
* GSRP and Head Start teachers are not required by law to have an IDP; however, an IDP may be developed if necessary to assist the teacher in achieving an effective evaluation.
* An IDP is required for all Tenured teachers and GSRP and Head Start teachers who received an ineffective or minimally effective on his/her year end evaluation.
1. **Self- Assessment**
* Teachers will complete the self-assessment early in the school year as a guide for developing a Professional Growth Plan for the year.
1. **Professional Growth Plan**
* Teachers and supervisors will develop two (2) specific performance goals to assist in improving effectiveness at the end of each school year for the following school year. Those goals will be put into STAGES. If necessary, after the Self Assessment is completed in the fall, staff may make any necessary adjustments to their goals.
* New staff will develop goals in their first year by no later than Oct 15.
* Milestones must be added by the teacher in STAGES 3x per year to establish checkpoints
* The supervisor has the ability to complete the goals
1. **Portfolio**
* The Portfolio is optional for the teacher. The teacher could use this section as a receptacle for evidence.
1. **Relevant Significant Training**
* Teachers (excluding GSRP and Head Start Teachers) will keep a log of any relevant significant training in STAGES. The information that teachers will enter into STAGES will be REP category of the activity (either classroom management or instructional delivery), the title of the activity, the skill acquired and the amount of time of the training. The evaluation of the activity will be addressed in Dimension 10. **Please note:**  **This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer\* or by state law, and integration of that training into instruction in a meaningful way. MCL 380.1248(1)(a)(iii)**

\*Professional development attended during a teacher’s work day is considered “required by the employer”

1. **Significant Relevant Contributions**
* Teachers (excluding GSRP and Head Start Teachers) will keep a log of any contributions to the overall performance of the school by making clear, significant relevant contributions **above and beyond** what is considered the normal expectations. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in his or her peer group and having demonstrated a record of exceptional performance. Teachers will enter these contributions in a log and they will be evaluated in Dimension 10.

The following is a list of approved activities and other activities may be approved by the Department Head in consultation with the Assistant Superintendent for Human Resources and Legal Counsel. The values assigned to these activities will be used in the calculation of a teacher’s effectiveness rating. These activities must be shown to contribute to the positive outcomes for the teacher’s students. **The “year” will be July 1-end of bubble calendar. Any approved activities under this domain that are done by the teacher after the completion of the bubble calendar, will be applied to the following evaluation year.**

* Student Teacher (Mentoring after school)
* Mentoring Staff
* Volunteer Curriculum Committees
* Yearbook Club
* Student Study Club
* Student Activity Committee (class picnic, hayride, school dances, fundraisers)
* Quiz Bowl (classroom or whole activities)
* School Committees
1. **Student Growth Form**
* Student growth for the 2017-18 school year will comprise 25% of a teacher’s evaluation
* The Student Growth will be assessed as follows:
	+ - Standardized assessments (e.g. NWEA, PSAT, MiStep, MiAccess, TS Gold),
		- approved curriculum based assessments (e.g. pre and post-test, assessment binders, end of semester assessments, transition skills assessment)
		- student learning objectives or academic intervention plan

Teachers, in consultation with the supervisor, will select and enter into STAGES the assessments selected, the results, and reflection on the results.

* LBSE, Educational Center, Transition Center , MoCi, Head Start, GSRP, ECSE and Youth Center teachers will assess students in ELA and Math only utilizing the three measures outlined above.
* MCMC teachers and the Distance Learning Teacher will assess students in one subject area (Math, ELA, Social Studies or Science or Japanese) utilizing the three measures outlined above. MCMC teachers will not use SLO’s but instead will use academic intervention plan.
1. **Mid-Year Progress Report**
* Mid-Year Progress Report – required for first year, probationary teachers (excluding GSRP and Head Start teachers) and all teachers who received an overall minimally effective or ineffective on his/her most recent year end evaluation. Due on or about January 15th.

1. **Pre-Observation Form:**
* Teachers are required to complete the Pre-Observation form for at least the required scheduled observation. Supervisors may require the pre-observation form for additional observations.
1. **Observations:**
* Supervisors will conduct one scheduled observation and one unscheduled observation.
* There is no particular order that the Supervisor will conduct the unscheduled and scheduled observations.
* More observations may be scheduled at the supervisor’s discretion
* Supervisors will review the teacher’s lesson plan, state curriculum standard used in the lesson and a review of student engagement during observations.
* Feedback will be provided within 30 calendar days both in person and on the STAGES Observation Feedback Form.
* An observation will be conducted prior to Winter Break and another after Winter Break.
1. **Learning Walks:**
* Supervisors will conduct at least 2 Learning Walks during the school year.
* Learning Walks are a quick check by the supervisor on the classroom to gather information to support the teacher in providing effective instruction and classroom management.
1. **Content of the Final Evaluation**
* The Final Summative Evaluation will take into account the following:
	+ Observation data
	+ Learning walk data
	+ Student growth
	+ Significant relevant contributions (Not required for GSRP and Head Start Teachers)
	+ Relevant and special training (cannot be training required by law or by the district) (Not required for GSRP and Head Start Teachers)
	+ Parent input
	+ Student input
	+ Anecdotal incidents brought to teacher’s attention by supervisor
	+ Attendance
	+ Discipline
	+ Artifacts
1. **Evaluation Due Dates**
* Probationary: By May 15th
* Tenured: By June 1
* GSRP and Head Start: By June 1
1. **Teachers Rated Highly Effective**
* Those teachers rated Highly Effective on their last three consecutive evaluations (starting with the evaluation of 2014-15), will move to a biennial evaluation beginning in 2017-18. Example: Those teachers with an HE rating in 2014-15, 2015-16 and 2016-17 will not be evaluated again until 2018-19). However, if a teacher is not rated as highly effective on 1 of these biennial year-end evaluations, the teacher shall again be provided with annual year-end evaluations.
* Even though a teacher moves to a biennial evaluation, he/she will still be required collect and enter Student Growth data in STAGES and may

have Learning Walks conducted by his or her supervisor. Additionally, these teachers are to complete a Professional Growth Plan.

**Scoring the Teacher Evaluation Framework**

**Weighted Scoring**

Dimensions 1-10 must equal 100% therefore, each dimension is weighted equally at 10%. The student growth is a separate section that must equal 100% . STAGES calculates the dimensions score separately from the student growth score. On the final scoring, STAGES calculates the overall score at 75% for the rubric score and 25% for student growth.

The Cornerstones and Dimensions of the Thoughtful Classroom evaluation rubric have a possible 300 points.

 Cornerstones 1-4 have the following possible points:

1. 28 possible points
2. 28 possible points
3. 24 possible points
4. 32 possible points

Dimensions 5-10 have the following possible points:

1. 32 possible points
2. 32 possible points
3. 32 possible points
4. 32 possible points
5. 24 possible points
6. 36 possible points

**Teacher Evaluation Cornerstones and Dimensions (for all teachers) – 75% of evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teacher Score** | **Ineffective** | **Minimally Effective** | **Effective**  | **Highly Effective** |
| **Percent of Total** | 49% and below | 50-65.9% | 66-89.9% | 90-100% |
| **Raw Score** | 154 and below | 150-197 | 198-269 | 270-300 |
| **Score** | 0-1.99 | 2.0-2.63 | 2.64-3.59 | 3.6-4 |

**Student Growth Module – 25% of evaluation (LBSE, Ed Ctr, Trans. Ctr, MoCi, Head Start, GSRP, ECSE, Youth Center only)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teacher Score** | **Ineffective** | **Minimally Effective** | **Effective**  | **Highly Effective** |
| **Percent of Total** | 49% and below | 50-65.9% | 66-89% | 90-100% |
| **Raw Score** | 11 and below | 12-15 | 16-21 | 22-24 |
| **Score** | 0-1.99 | 2.0-2.63 | 2.64-3.59 | 3.6-4 |

**Student Growth Module – 25% of evaluation (MCMC/Japanese Only)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teacher Score** | **Ineffective** | **Minimally Effective** | **Effective**  | **Highly Effective** |
| **Percent of Total** | 49% and below | 50-65.9% | 66-89% | 90-100% |
| **Raw Score** | 5 and below | 6-7 | 8-10 | 11-12 |
| **Score** | 0-1.99 | 2.0-2.63 | 2.64-3.59 | 3.6-4 |

**TIMELINE: (This is a suggested timeline and may be altered to accommodate schedules)**

**By October 1st**: Initial meeting between supervisor and teacher to review the evaluation rubric, and set pertinent dates. Teacher should complete self assessment prior to the meeting

**By December 18th:** First observation

**January 15th:** Mid-Year Progress Report, if applicable. ( For 1st year probationary, teachers and teachers with ineffective/minimally effective on most recent annual evaluation)

**By April 15th:** Second observation (additional observations may be scheduled as determined by supervisor)

**May 15th:** Probationary Teacher Evaluations due (set goals for next year)

**By June 1:**  Tenured Teacher and GSRP and Head Start Teacher Evaluations due (set goals for next year)

**Learning Walks:** Two (2) per year. Additional may be scheduled by

 Supervisor

**HELP VIDEOS**

STAGES has several help videos which can be accessed by the Teacher once he/she logs into the account. In the upper right hand corner of the page click on “Help” to access the videos. Listed below are two of the videos which should be of particular help to teachers.

**STAGES**

The Teacher Evaluation Framework and process is completed through the on-line, web based STAGES. The website can be found at <https://live.stagessoftware.com/user/login/>. The website can also be accessed through QuickLinks on the MCISD homepage at [www.monroeisd.us](http://www.monroeisd.us).

Each teacher has a user name and password to log into STAGES. A teacher user name is his or her Monroe ISD email address. If, as a teacher, you used STAGES in previous years, your password has remained the same. **If you are a new teacher, your password is the word “password”.**  You will have an opportunity to change that password once you have logged on.

**NOTICE OF NON DISCRIMINATION**

The Monroe County Intermediate School District is an EOE employer/institution and does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status, veteran status or familial status in its programs, services, activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Elizabeth J. Taylor**

**Assistant Superintendent for Human Resources and Legal Counsel**

**1101 S. Raisinville Road**

**Monroe Michigan 48161**

**734-322-2640**

For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area or call 1.800.421.3481

**Complaint Procedure**

The Monroe County Intermediate School district has adopted a procedure for addressing complaints of discrimination. The procedure can be accessed at [www.misd.k12.mi.us](http://www.misd.k12.mi.us) or a copy can be requested from the Human Resources Office at the above address

**Staff Evaluated with The Thoughtful Classroom:**

LBSE Classroom Teacher

MOCi Classroom Teacher

Youth Center Teacher

Educational Center Teacher

Transition Center Teacher

Early Childhood Special Education Teacher

Early Childhood Teacher Consultant

GSRP Teacher

Head Start Teacher

MCMC Teacher

Japanese (distance learning) Teacher

APE Teacher

1. TTC = The Thoughtful Classroom [↑](#endnote-ref-1)
2. Probationary and Tenured Teacher includes LBSE, MoCi, Ed Ctr/TC and Youth Center Teachers [↑](#footnote-ref-1)