

Initial Evaluation Meeting Planning Template
D R A F T 8/29/2013

It is to the advantage of all educators to take the new evaluation system seriously and to provide a positive picture of their performance when meeting with evaluators. This template will help you to prepare for your initial meeting, a meeting which should occur by

_____.

1. Performance Assessment. Privately review the rubric associated with your professional category: Classroom Teacher Rubric, [Caseload Educator Rubric](#) Think about the areas where you excel, and areas where you'd like to improve.

2. Be prepared to share the following with your evaluator with this or similar language.

- An analysis of student learning, growth, and achievement for students under my responsibility demonstrated that I have a strong grasp of _____, _____, and _____. For further growth, I'd like to study _____ and develop students' learning in the area of _____.
- As I look at the four performance standards, I would like to concentrate on the following work and achievement. (Note that a completed example of this form exists)

Performance Standard	Goals/Achievement	Evidence
Curriculum, Planning, and Assessment		
Teaching All Students		
Family and Community Engagement		
Professional Culture		

- My proposed professional learning and student learning goals are the following: (this language is a suggestion)

Professional Practice Goal: (list specific goal)	To develop my professional practice, I plan to _____ . This work will result in _____ as evidenced by _____.
Student Learning Goal: (list specific goal)	I will _____ in an effort to promote student learning in the area of _____. I will use the following (measure, rubric, checklist) to analyze, chart, share and demonstrate student progress and growth.

- I propose the following plan to meet my professional practice and student learning goals:

Professional Practice Goal: _____

Action	Date	Evidence/Assessment
Formative Assessment (mid-year)		

Student Learning Goal: _____

Action	Date	Evidence/Assessment
Formative Assessment (mid-year)		

--	--	--

Completed Example

This example pertains to no one individual--it's just a "mock" eval plan.

Initial Evaluation Meeting Planning Template

D R A F T 8/29/2013

- An analysis of student learning, growth, and achievement for students under my responsibility demonstrated that I have a strong grasp of student engagement, learning unit design, and behavior management. For further growth, I'd like to study the area of close reading and develop students' learning in the area of applying the actions of close reading to informational and fiction text and reading response writing.
- As I look at the four performance standards, I would like to concentrate on the following work and achievement. (Note that a completed example of this form exists)

Performance Standard	Goals/Achievement	Evidence
Curriculum, Planning, and Assessment	Apt standards-based curriculum planning, design, and assessment.	<ul style="list-style-type: none"> • Unit website to show plan/design. • Unit rubric for 3 children to demonstrate assessment, result. • Example of student work for a unit.
Teaching All Students	<p>Attention to each student's academic, social, cultural, and physical needs with the use of personalized and differentiated learning experiences.</p> <p>A routine of regular one-to-one conferences with students related to school life, essential</p>	<ul style="list-style-type: none"> • Example of two Student conference/coaching notes documents. • Example of RTI efforts in Math demonstrating how we met the needs of all. • Example of writing differentiation to meet the needs of diverse learners.

	<p>skills, and standards to assess students' needs and to encourage student success. Documentation of efforts with a class coaching website and individual spreadsheet for each child's progress and needs.</p>	
<p>Family and Community Engagement</p>	<p>To keep all family members in the loop of classroom communication including the classroom program, special events, curriculum help and other pertinent information.</p> <p>To reach out to all families in an effort to create a cohesive, collaborative learning community of families, students, educators and leaders by way of special events and family meetings.</p>	<ul style="list-style-type: none"> ● Example of weekly newsletter. ● Example of class website and blog. ● Culture Project Family Celebration photos and description.
<p>Professional Culture</p>	<p>It is my goal to contribute to professional culture by way of active membership on school-wide and/or system-wide committees, to mentor new teachers and collaborate with grade-level colleagues, and to share my learning with others at conferences, through blogs or other professional work.</p>	<ul style="list-style-type: none"> ● Examples of contributions to professional learning i.e. Collaborate blog, Institute presentations. ● Mentoring a new teacher or as part of eval PILOT team. ● Serving on school or system-wide committees.

- My proposed professional learning and student learning goals are the following: (this language is a suggestion)

Professional Practice Goal: (list specific goal)	To develop my professional practice, I plan to study “close reading.” This work will result in a number of targeted close reading lessons for students to build and develop their skill. Evidence of my learning in this regard will include lesson plans, close reading blog posts, and PLC notes reflecting close reading collaboration with colleagues.
Student Learning Goal: (list specific goal)	I will lead students in two lessons a week related to close reading and reading response writing in an effort to promote student learning in the area of close reading and reading comprehension. I will develop and utilize a rubric to chart students’ growth in this regard throughout the year. The rubric will respond to State and PARCC standards for fourth grade close reading skills’ development and success.

- I propose the following plan to meet my professional practice and student learning goals:

Professional Practice Goal:

Learning about the research and practice of teaching close reading.

Action	Date	Evidence/Assessment
Read about close reading	September	Blog Post summarizing learning. Add to grade-level ELA chart.
Develop, modify or find a rubric to analyze fourth graders’ close reading efforts and skill development.	September/October	Rubric
Two close reading lessons a week to build students’ skill in this area.	October - December	Student rubrics Student work Perhaps a peer or evaluator observation.
Formative Assessment (mid-year)	January	
Continued reading and	January to March	Reflective blog posts.

research related to initiative.		Student work examples with reflection.
---------------------------------	--	--

Student Learning Goal:

Students will develop their skill and ability in the area of close reading.

Action	Date	Evidence/Assessment
Two close reading lessons a week to build students' skill in this area.	October - December	Student rubrics Student work Perhaps a peer or evaluator observation.
Collaboration with specialist to differentiate teaching in this regard to meet all students needs.	October-March	Student rubrics Student work Perhaps a peer or evaluator observation.
Formative Assessment (mid-year)	January	Meet with evaluator to review formative assessment, modify or enrich goals.
Two or more times a week as we prep for standardized tests.	January to March	Student rubrics Student work Perhaps a peer or evaluator observation.
Final analysis of approach	March	MCAS pretest results