



## **Evaluation Process**

The Michigan Legislature has redefined the laws involving teacher evaluation in our state. This document serves to assist staff members in the process and procedures around these expectations.

## **Performance Goals**

Tenured teaching staff will create two Performance Goals from the Danielson Framework for Teaching. Mentors should also help non-tenure teachers in determining their four goals.

## **Informal and Formal Observations**

Administrators will conduct “drop-in” informal observations ranging 15 minutes on each teacher two times throughout the year (minimally). One will be done at the beginning of the year while the other will take place in the last half of the year. Other informal observations may take place if the administrator believes it is necessary for him or her to observe a teacher for various reasons.

Additionally, the administrators will conduct one formal observation on each tenured teacher and two on teachers with IDPs and non-tenured. The formal observation will be at minimum twenty minutes for tenured teachers and thirty minutes for non-tenured/tenured with IDPs. The School Code specifically requires that certain areas be observed in classroom observations: lessons connected to state/national standards, evidence of lesson plans, and student engagement. Additional formal observations may be conducted upon request or by administrators believing it is necessary.

## **Performance Evaluation**

The performance evaluation has been revised to be in compliance with the School Code. There are three required elements in the evaluation: a teacher framework, performance goals, and student achievement and growth.

### **Section 1 – Framework for Teaching**

The Charlotte Danielson’s Framework for Teaching Instrument Tool provides information about the domains, components, elements, critical attributes, and a non-exhaustive list of examples.

### **Section 2 – Student Achievement and Growth**

#### **Danielson’s Performance Levels**

Unsatisfactory  
Basic  
Proficient  
Distinguished

#### **Michigan Performance Levels**

Needs Support  
Developing  
Effective  
Effective



The performance level point values in the evaluation are as follows:

- 1 point for each “Needs Support”,
- 2 points for each “Developing”
- 3 points for each “Effective”
- 4 points for each “Effective”

### **Overall Performance Rating**

There is a weighted average for the sections to determine the overall performance rating:

- Section 1 – 80% Observations & Danielson Rubric
- Section 2 – 20% Student Growth Percentile

The rating of the teacher as reported to the State will be based on the overall performance rating. The ranges for each rating will be as follows:

Needs Support	0 – 1.49
Developing	1.50 – 2.49
Effective	2.50 – 4.00

If a teacher has five or more rating marks of needs support and/or developing on the evaluation, one point will be deducted from their overall rating score. Additionally, an individualized development plan will be initiated.

### ***Timeline for Tenured Teacher A Year***

#### ***Completion Date:***

- September 19<sup>th</sup>**      Performance Goals
- May 15<sup>th</sup>**              Two Informal Observations Completed



### *Timeline for Tenured Teacher B Year*

#### *Completion Date:*

<b>September 19<sup>th</sup></b>	Performance Goals
<b>November 21<sup>st</sup></b>	Informal Observation
<b>January 16<sup>th</sup></b>	Formal Observation & Mid-Year Meeting with Administrator
<b>April 24<sup>th</sup></b>	Informal Observation
<b>May 15<sup>th</sup></b>	End of Year Evaluation & Next Year's Goals

### *Timeline for Non-Tenured Teacher &*

#### *Tenured Teacher with Individualized Development Plan*

#### *Completion Date:*

<b>September 19<sup>th</sup></b>	Individualized Development Plan
<b>November 21<sup>st</sup></b>	Informal Observation (One minimally)
<b>December 12<sup>th</sup></b>	Formal Observation & Mid-Year Meeting with Administrator
<b>April 10<sup>th</sup></b>	Informal Observation (One minimally) & Formal Observation
<b>April 24<sup>th</sup></b>	End of Year Evaluation, Individualized Development Plan Completed, & Next Year's Goals