

MAS Educator Evaluation Process & Timeline

Tenure Educators:

- **Pre Annual Meeting** (September/October): Annual goal meeting with data source(s). Discuss with teachers about bringing data from last 3 years to the end of the year. All goals should be listed in Stages,
- **Walkthroughs:** A minimum of 2 drop-in 15 minute observations will be summarized for the end-of-the-year “summative” evaluation. These observations will focus on domain areas 2 (The Classroom Environment) and 3 (Instruction). Each observation will be followed up with feedback: praising, coaching, and/or directing.
- **Scheduled Observation (Optional)** (October-December; additional may be required): pre-observation meeting to review lesson plan (optional), minimum of 30 minute observation, and post-observation meeting. All domains will be completed.
- **Mid-Year Meeting Optional** (December through February): Progress monitoring on all domains. Teachers should share evidence of skill areas of all domains. The evaluation will be used to guide conversations. Discuss with teachers about bringing data from last 3 years to the end of the year. At each mid-year meeting, feedback will be given: praising, coaching, and/or directing.
- **Data Portfolio Meeting** (April-May): Educators will submit (via Stages) student growth data, as well as, other data and information on how you make instructional decisions based on your data. Administrator may also submit data (via Stages).
- **End-of-Year Meeting** (May): Educators will submit self evaluation at least 48 hours prior to this meeting. The domains will be summarized prior to this meeting. Final effectiveness rating will be discussed.
- **Final Evaluation Released** (by June 1): 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.

Non-Tenure/IDP Educators:

- **Pre Annual Meeting** (September/October): Annual goal meeting with data source(s). Use MAS IDP Form to complete these goals, as well as having goals listed in Stages. Discuss with teachers about bringing data from last 3 years to the end of the year.
- **Walkthroughs:** A minimum of 2 drop-in 15 minute observations will be summarized for the end-of-the-year “summative” evaluation. These observations will focus on domain areas 1 (Teaching and Learning) and 2 (Classroom Environment). Each observation will be followed up with feedback: praising, coaching, and/or directing.
- **Scheduled Observation (Not Optional in Year 1)** (October-December; additional may be required): pre-observation meeting to review lesson plan, minimum of 30 minute observation, and post-observation meeting. All domains will be completed.
- **Mid-Year Meeting** (December through February): Progress monitoring on all domains. Teachers should share evidence of skill areas of all domains. The evaluation will be used to guide conversations. Discuss with teachers about bringing data from last 3 years to the end of the year. At each mid-year meeting, feedback will be given: praising, coaching, and/or directing.
- **Data Portfolio Meeting** (April-May): Educators will submit (via Stages) student growth data, as well as, other data and information on how you make instructional decisions based on your data. Administrator may also submit data (via Stages).

- **End-of-Year Meeting** (May): Educators will submit self evaluation at least 48 hours prior to this meeting. The domains will be summarized prior to this meeting. Final effectiveness rating will be discussed.
- **Final Evaluation Released** (by June 1): 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.

Highly Effective (3 Years of Ratings):

- Educators move to an every other year evaluation schedule.