MAS Educator Evaluation Process & Timeline

The Milan Area School District has developed an annual teacher performance evaluation system that determines effectiveness based on the following factors:

1. Individual Performance (Danielson Rubric):
   - Evidence of student growth as a major factor
   - Demonstration of teaching skills, including knowledge, ability to impart knowledge, planning, delivery, classroom management, and preparation
   - Management of classroom and pupils, rapport with parents and other teachers, and physical and mental ability
2. Student Growth and Assessment Data (Data Rubric)
3. Other Factors
   - Teacher attendance and disciplinary record
   - Significant and Relevant Accomplishments and Contributions:
     - Clear, significant, relevant contributions above the normal expectations of peer group
     - Demonstrated record of exceptional performance
   - Relevant Special Training:
     - Completion of training beyond professional development required by employer or law
     - Integration of training into instruction "in a meaningful way"

The evaluation process will include, but will not be limited to the following:

Tenure Educators:
- **Pre Annual Meeting** (September/October): Annual goal meeting with data source(s). Discuss with teachers about bringing data from the last 3 years to the end of the year. All goals should be listed in SFS.
- **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), a 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 the 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 SFS) student growth data, as well as, other data and information on how you make instructional decisions based on your data. Administrators may also submit data (via SFS).
- **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 SFS. Discuss with teachers about bringing data from the 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 the last 3 years to the end of the year. At each mid-year meeting, feedback will be given: praising, coaching, and/or directing. A mid-year meeting is required for any teacher in their first year or those that were ME or I during the previous year. The required mid-year meeting shall be based in part on student achievement, shall be aligned to the teacher's IDP, shall include specific performance goals for the remainder of the year, shall result in a written improvement plan that includes the goals and training designed to improve performance, and shall not take the place of the summative meeting.
- **Data Portfolio Meeting** (April-May): Educators will submit (via SFS) student growth data, as well as, other data and information on how you make instructional decisions based on your data. Administrators may also submit data (via SFS).
- **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.

The Written Evaluation will provide the employee with an Effectiveness Rating of:

1. Ineffective   2. Minimally Effective   3. Effective   4. Highly Effective

The Effectiveness Rating will be calculated using the following method:

1. The integration of technology will be appropriately included in all 4 domains and the data portfolio.
2. Final Score for 2019-20 and beyond = 55% Average of Domains 1-4
                                          40% Data (50% Data Rubric 50% Building Score for Growth)
                                          5% Other Factors
3. Final Score between 0 and 2.5 results in an Ineffective or Minimally Effective Rating
   Final Score between 2.51 and 4 results in an Effective or Highly Effective Rating

Notes:

1. Additional rubrics for non-traditional teaching roles may be used.