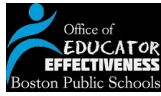


# DISPATCH



from the Office of Educator Effectiveness

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## Impending Deadlines

### January—February

*Formative assessments reports for educators on Self-Directed Growth Plans*

### Upcoming PD Opportunities

*(Links will take you to My Learning Plan)*

12/13: [Evidence & Artifacts](#) @ BTU, 3-5PM

12/18: [Evidence & Artifacts](#) @ BTU, 4-6PM

1/3: Evidence & Artifacts @ BTU, Time: TBA

1/8: Evidence & Artifacts @ BTU, Time: TBA

1/14: EEF Meeting, Location: TBA, 3-6PM

1/15: EEF Meeting, Location: TBA, 3-6PM

1/16: Formative Assessment Workshop for Evaluators, MPH Green Tile Area, 4-6PM

1/17: Formative Assessment Workshop for Evaluators, MPH Green Tile Area, 4-6PM

1/22-1/24: [Evaluator Training](#), BTU Pilot School, 4-7PM

## DESE Guidance for Nurses and Counselors

DESE has released guidance on using the SISP rubric with caseload educators [here](#).

## 'Tis the season...

...to complete formative assessments!

Formative assessment is the process used to assess both progress toward goals and performance on standards. This process may take place at any time during the cycle of evaluation, but typically takes place at mid-cycle. This process can also initiate a plan change before the end of a cycle.

Attached to this *Dispatch*, please find a guidance document to support your completion of formative assessments for educators and a worksheet to support your completion of formative assessment reports.

In order to complete this phase of the process, you will need to finalize the approval of goals and action steps so that you may formally begin your educators' plans to give them adequate time to incorporate your feedback. Below, please find some quick tips for preparing for this phase of performance evaluation.

### Notify Educators

Using the letters attached, please inform educators of when they will receive their formative assessment report. They are responsible for submitting artifacts at least two weeks prior to the formative assessment report date (and four weeks prior to the summative assessment report date).



Although the dates may be approaching, please do not rush to complete the formative assessments, as it is more important to provide clear assessment of educators' progress on goals and standards, than it is to comply with the deadline *suggested* by the EDFS. Continue to approve goals and action steps as you are currently in preparation for submitting formative assessments on time.

### Follow-Up on NI and Unsat Ratings

Contract language requires that, if an educator is rated Needs Improvement or Unsatisfactory on any standard, a classroom observation of at least 30 minutes must occur within 30 days of the date of the formative assessment.

## On the OEE Blog...

### Contract Language on Performance Evaluation

The contract establishes **timelines** for Self-Directed Growth Plans and Developing Educator Plans and minimum numbers of **announced** and **unannounced** observations for each plan. Announced observations must be followed by a post-conference. It is suggested that announced observations last for at least 30 minutes, and that unannounced observations last for at least 10-15 minutes.

Type of Educator Plan	Announced observations	Unannounced observations	Required Dates
Self-Directed Growth Plan 1 school year*	None required	1	Oct. 1: Educator submits self-assessment & proposes 2 goals Nov. 1: Evaluator completes educator plans by approving goals & action steps May 15: Evaluator completes Summative Evaluation Report June 1: Evaluator meets with educators whose overall Summative Evaluation ratings are moved from Proficient or Exemplary to Needs Improvement or Unsatisfactory
Directed Growth Plan Less than 1 school year	None required	2	Dates are established in educator plan.
Improvement Plan 30 calendar days to 1 school year	1	2 if plan is less than 6 months 4 if plan is between 6 months and 1 year	Dates are established in educator plan.
Developing Educator Plan 1 school year	1	4	Oct. 1: Evaluator meets with 1 <sup>st</sup> year educators to assist with self-assessment and goal-setting. Other dates are same as above for 1-year Self-Directed Growth Plan.

Please note: EDFS will manage any required timelines and details, such as: completing one observation of all educators by Nov. 15, meetings with educators new to the school, scheduling post-conferences within 5 days of announced observations, uploading observation feedback within 5 days of an observation, and notifying educators 2 weeks prior to a Formative Assessment / Formative Evaluation and 4 weeks prior to Summative Evaluation.

\*For 2-year Self-Directed Growth Plans, the same dates will apply in 2014.

### Contract Language on Observations

Click on the image (left) for a larger version of this document summarizing contractual requirements for observations. (document will download automatically).

### Evaluation cycle at-a-glance

[This document](#) provides an overview of who (educator or evaluator) is responsible for each step of the cycle.

### Suggested Artifacts

Many educators and evaluators have requested a list of possible artifacts. [This list](#), by no means exhaustive, provides valuable suggestions and possibilities for artifact collections.

## Formative Assessment Resources

Resources supporting your work on formative assessments are also available on the OEE Blog [here](#).

## EDFS Tips & Tricks

[This document](#) will help you resolve some of the frequently-encountered problems with the EDFS. Many of these issues will be addressed in upcoming updates to the system, but these tips and tricks will help you immediately.

## Educator Effectiveness Facilitators

Over the course of the school year, EEFs will be able to act as liaisons between their school communities and the Office of Educator Effectiveness, to lead conversations at their schools around effective instructional practice, and to develop resources for the district. Information and materials from EEF sessions are posted at <http://educatoreffectiveness.weebly.com/educator-effectiveness-facilitators.html>. At our first session together this week, EEFs were assigned the "homework" of securing a date for leading a meeting (ILT, CPT, PD, etc..) focusing on any priority element of the rubric.

Please note that in this role, EEFs have the opportunity to develop expertise in the evaluation process, but are not trained to be evaluators. Only those educators who have attended the 11-hour evaluation training may serve in an evaluative capacity.

## Screen Shot of the Week:

### Setting Personalized Observation Indicators

