

DISPATCH



from the Office of Educator Effectiveness

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Educator Effectiveness Facilitators

If you have not submitted an application to have an Educator Effectiveness Facilitator to support implementation of performance evaluation at your school, please [contact Jared](#) ASAP. There may be opportunities to fund this role in your schools.

Impending Deadlines

November 15

Completion of at least one observation for all educators

November 21

HR notification deadline to terminate provisional educators

EDFS Updates

The attached document contains a summary of November enhancements and updates to the EDFS, which includes observation tool customizations, email notification changes, and report creation.

11/15 Observation Deadline

This Thursday, November 15th, is the contractual deadline where each staff member must be observed by an evaluator at least once and given feedback.

Observations Requirements

- Should be a classroom visit;
- Should last at least 10-15 minutes;
- The educator should receive feedback within five school days. The feedback *should* be logged into the EDFS. However, if you haven't entered the feedback into EDFS but you have given it to the teacher in hard copy or through email, it may be still be used in the formative assessment or evaluation. It may be a good idea to document this communication in the artifacts or observation section of the EDFS.

New and Improved EDFS Observation Tool

The development team made several enhancements based on feedback you've provided. Please try the new form on the EDFS and let us know how it works.

We know that evaluators may have completed observations and provided feedback within five days, yet not entered them into the EDFS. Please let us know if you have documented your observations as artifacts on EDFS or through email / hard copy to educators, and whether you have questions or require further support.

EDFS Submission Stats

We appreciate your diligence in completing each step of the process. As of November 12 at 10:00 AM:

- 63% of action plans have been approved,
- 72% of action plans have been submitted,
- 85% goals have been approved,
- 91% goals have been submitted,
- 98% of self-assessments have been submitted.

Please be in touch if we can support you in completing these steps.

Dismissal of Provisional Educators

To terminate teachers within the 90-day timeline established by the statute, an administrator must:

1. Contact your staffing director and labor relations (Brendan Greene)
2. Discuss reasons for termination with labor counsel
3. As soon as the termination letter is issued, the administrator should be able to fill the position immediately. It is likely that, given the timing of these dismissals, a provisional contract could issue.

Changing Plans at Formative Assessment

Many of you are reaching the point where you may have collected sufficient evidence in the form of observations and artifacts to issue a formative assessment resulting in a plan change. Please follow these steps to ensure you are adhering to the contract:

1. In the EDFS, write a formative assessment that includes a change of plan moving forward;
2. Within ten days of the release of the formative assessment on EDFS, meet with the educator to discuss his or her rating, the plan change, and any prescriptions;
3. Direct the educator to self-assess based on the rating of standards and prescriptions within the next five days;
4. Meet again in five days to establish goals, action steps, and a timeline for the new plan;
5. Note that prescriptions do not have to be the same as the goals, but goals and prescriptions should reflect each other.

Please contact your school's Implementation Specialist if you have further questions.

Screen Shot of the Week

In order for teachers to edit goals or action steps after they have been submitted, the evaluator must first return them to the teacher. In order to do this, first click the "return" radio button on the right side of the screen next to each of the goals you want to return. Next, click "submit goal decisions" or "submit action steps decision" on the left side of the screen. You will have to include a comment to complete the return of the goals or action steps to the teacher.

The screenshot shows the EDFS interface with a table of goals. The 'Return' radio button in the 'Approval' column for the second goal is circled in red and labeled with a '1'. The 'Submit Goal Decisions' button in the left sidebar is circled in red and labeled with a '2'.

Type	Level	Tag(s)	Goal	Status	Returned	Created By	Approval
Student Learning	Individual	Subject: Arts	Based on the fact that 30% of middle school students currently score low on the art project reflection, my goal is that by May students will demonstrate improvement on similar art project reflections.				<input type="radio"/> Approve <input checked="" type="radio"/> Return <input type="radio"/> Ignore
Professional Practice	Individual	Teacher Indicator IA: Curriculum & Planning	In order to support the Common Core instructional shift in writing and speaking, I will incorporate writing and speaking opportunities related to art. I will measure my progress towards these goals by having students maintain a sketchbook and portfolio with work samples, and by getting feedback from the Specialists at our meetings.	Awaiting Approval			<input type="radio"/> Approve <input type="radio"/> Return <input type="radio"/> Ignore