



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 (jjoiner@boston.k12.ma.us, 617-635-9421). There is still an opportunity to fund this role in your schools.

Impending Deadlines**November 21 (Today)**

HR notification deadline to terminate provisional educators

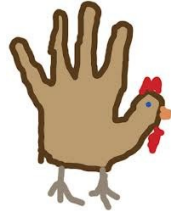
January—February

Formative assessments reports for educators on Self-Directed Growth Plans

EDFS Stats

As of 11/19/12, 9:00 AM:

- 98% self-assessments submitted
- 93% goals entered
- 88% goals approved
- 78% action steps entered
- 71% action steps approved

**Fulfilling the Promise of Effective Teaching**

Although we recognize that implementing the new system is challenging, we know that it also is filled with great promise—the promise to strengthen teaching and learning in every classroom throughout the district. We want to collect these stories of promise and share them across the district to inspire and motivate.

The Blackstone Elementary School has begun to witness some of this promise in action. The school's Director of Accelerated Improvement, Lisa Lineweaver, believes that providing focused feedback on key elements of the Rubric of Effective Teaching through classroom observations is the most powerful advantage of the new evaluation system. She recently shared a story about one teacher struggling with element I-A-4 (Well Structured Lessons), and her ability to maintain an effective pace within the structure of the lesson. Lisa conducted two classroom observations to develop and share specific feedback to the teacher. This feedback, in addition to conversation and reflection on her practice with Lisa, helped the teacher to see what she could not see on her own. By the next observation, the teacher's practice had improved.

From a Teacher:

“One positive aspect of the new evaluation system at my school has been the renewed discussion about educator goals. We met and discussed our goals as a department, and we will support each other as we strive to meet them.”

Gene Roundtree, Madison Park

Coming Soon: Formative Assessments

Just as shopping malls and Starbucks display Christmas decorations at Halloween, before you know it, Formative Assessment reports will due for your educators on Self-Directed Growth Plans. 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).

Don't Panic! (or Rush)

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.

Most-Frequently Asked Questions**1. How many announced and unannounced observations are required?**

Plan	Required # Announced	Required # Unannounced
Developing Educator Plan	1	4
Self-Directed Plan	n/a	1
Directed Growth Plan	n/a	2
Improvement Plan	1	2 (if the plan duration is less than 6 months) or 4 (if the plan duration is between 6 months and a year)

Announced observations must also be followed by a post-conference debriefing. This information is summarized on the [OEE Website](#) (link will download the document).

2. I missed the five day window for uploading evidence from an observation to the EDFS. Does this really mean I can't use the observation?

The contract requires that evaluators provide “at least brief written feedback” to the educator within five calendar days. As long as an evaluator provides this written feedback within the five-day window, then he or she is in compliance with the contract. Evidence from observations or artifacts must be captured on the EDFS.

3. What if I'm concerned about an educator's performance? Can I change an educator's plan?

Formative assessments (and formative evaluations in the case of 2-year self-directed growth plans) provide evaluators the opportunity to change an educator's plan. Changing an educator's plan ensures that evaluators will provide more specific and targeted support in areas where an educator requires growth. In cases where administrators are co-evaluating, be sure to communicate with any co-evaluators before changing plans.

Stay tuned to the next Dispatch for answers to more of your questions!

Happy Thanksgiving
from
The Office of Educator Effectiveness!