

Dear School Leaders,

The message below will address educators noncompliant with self-assessment and goal proposal, observation app issues, goal approval timelines, primary/secondary evaluator questions, a preview of upcoming workshops, and non-teacher listings on evaluator rosters.

Noncompliant Educators

Please provide the directive attached to this message to any teachers who have not completed their self-assessment and proposed goals.

Observation Tool

We are pleased to announce that the Observation Tool functionality on the Employee Development and Feedback System is now live. This tool defaults to display Standard II of the Rubric of Effective Teaching, but other Standards and Indicators are available by clicking on "Select additional Standards/Indicators". The tool gives you options to record observation notes for Indicators and also to provide feedback associated with those notes. It will capture the data and organize it for use in the Formative Assessment/Evaluation and Summative Evaluation.

We encourage you to begin using the tool for new observations you will complete. If you have already completed observations using the Word template, you should submit those to the artifacts page of the EDFS. Moving forward, if you prefer to use a Word version, we have prepared the document attached which is a Word template with fields matching those on the EDFS Observation Tool. You will then be able to gather evidence, then cut and paste directly into the observation portion EDFS.

Goal & Action Plan Approval – Deadline November 1st

Please use the month of October to discuss and return goals to educators where they need to be improved and revised. The next step will be for educators to create action plans to accompany each goal, and to submit these for approval through EDFS. All goals and action plans must be approved by November 1st.

Upcoming Workshops

We are planning to offer several new workshops and webinars over the next three months for teachers and evaluators. Please find a list of expected learning opportunities below. We will post the dates and registration information for these opportunities on our website at <http://educatoreffectiveness.weebly.com>.

October	November	December
Action Plan Development	Evaluator Training	Formative Assessment and Evaluation
Artifacts and Evidence Collection	Artifacts and Evidence Collection	Artifacts and Evidence Collection
Professional Supports for Growth	Professional Supports for Growth	Professional Supports for Growth

Primary Evaluator Issues

We are still working to assign primary/secondary evaluators. In the meanwhile, if an educator is shared across schools, all evaluators have full access to the educator’s plan, regardless of which person is designated as the “primary evaluator”. We recommend conversing with any other evaluators to determine who will be ultimately responsible for approving goals and action steps, as well as writing the formative/summative evaluations.

Non-Licensed Educators

We are working to remove the individuals who will not be evaluated according to DESE regulations on educator evaluation. If you have staff members who still show up on your rosters, but who do not require licenses for their positions, please let us know. We removed registrars from your templates earlier this week, and we will continue to work to display the correct individuals.

Best,

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