  
  
Evaluation Tips: Spring 2013

**Documenting Progress on your Goals**

In preparation for end-of-year evaluations, below are a few tips for how to document your progress toward completing goals. Also, look for a “Progress toward Goals” worksheet on our weebly for a more in-depth resource.

1. First, look at your evaluator’s ratings and comments on your formative assessment in order to identify any gaps in evidence that would prevent your evaluator from giving you a “met” goals rating.

**End-of-Year Evaluation Timeline**

|  |  |
| --- | --- |
| ~April 15th  (evaluator’s discretion) | Educators should submit artifacts onto the EDFS for evaluators to consider. |
| May 15th | All educators on developing and one-year self-directed growth plans receive their summative evaluation. |
| June 1st | All educators on two-year self-directed growth plans receive their formative evaluation. |

1. Look at your action steps to find evidence that you have followed through on your action plan.
2. Check that the artifacts you tag to your goals align well to what the goals are trying to achieve. For instance, if an educator’s goal is for student growth around text-dependent questions, a lesson plan that incorporatestext-dependent questions isn’t as powerful as an artifact that shows growth before and after the lesson.
3. Failing to meet your goals does not automatically mean you will receive a less-than-proficient rating. However, providing evidence of thoughtful adjustments to your practice or targeted interventions when you have encountered challenges may be valuable information for your evaluator to consider when rating you.

**What happens if I don’t view or comment on my formative within five days?**

Educators have five school days to view and/or comment on their formative assessments and summative evaluations. If an educator doesn’t view or comment within those five days, the formative will still be viewable. However, the signature box on the evaluation will read “employee did not view within the required time.” In addition, the educator will not be able to add their own comments on the comments section of the formative.

**Check out guidance docs, training materials, resources, and exemplars at our website!**

**http://educatoreffectiveness.weebly.com/**