

**Wakefield-Marenisco School District
Teacher Evaluation Process**

Who:

- All Certified Staff

Method:

- Self Evaluation (Target Date: September 15)
- Planning Conference with evaluator to review the Self Evaluation and collaboratively develop annual goals (Target Date: October 15)
- Completion of Professional Growth Plan (Target Date: October 30)
- The evaluator completes a minimum of two classroom observations each year*. Written feedback for each observation within 30 days. One observation must be unannounced. Observations shall include a review of teacher's lesson plans, state curriculum standards, and student engagement. Additionally, the evaluator may conduct informal walkthroughs. (October-May)
- Student Growth Requirement (25%-2016-2018, 40%-beginning 2018-19)
- *If teacher is rated Effective or Highly Effective on 2 most recent annual evaluations, there is a minimum of 1 observation (may be announced or unannounced at the evaluator's discretion). If a teacher is rated Highly Effective on three consecutive annual evaluations, evaluator may choose to conduct year-end evaluation biannually. However, all teachers will still complete a Professional Growth Plan. If a teacher is rated Ineffective on three consecutive annual evaluations, the district must dismiss the teacher.
- Midyear Progress Report (Target Date: January 28) -Required for 1st year probationary teachers and teachers rated Minimally Effective or Ineffective on their last annual evaluation. Optional for all other staff.
- Summative Evaluation and End of Year Conference (Target Date: May 15)
- The following will be included in the Summative Evaluation:
 - o Evidence of student growth
 - o Attendance and disciplinary record
 - o Rapport with parents and colleagues
 - o Significant, relevant accomplishments and contributions above the normal expectations for an individual in his/her peer group and a demonstrated record of exceptional performance.
 - o Relevant special training other than the professional development that is required by the district or state law.