

## Outline of Evaluation Process for Educators

### Summative Evaluation for Provisional Educators

Twice a year – November 15 and March 15

At least one formal observation for each summative evaluation

Student Growth and Stakeholder Input are required for the March 15 evaluation, but not for the November 15 evaluation

Goal setting conference at beginning of year - including Stakeholder Input goal – and recorded in Frontline on the Professional Growth Plan as part of the PG&E process	
November 15 Evaluation	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
	Complete Summative Evaluation Summary
Professional Growth Plan Mid-Year Report	
March 15 Evaluation	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
	Stakeholder Input
	Student Growth
	Complete Summative Evaluation Summary
Profession Growth Plan Year-End Report	

### Summative Evaluation for Career Educators who are relicensing

One summative evaluation during their re-licensure year by May 15

Observed twice a year

Goal setting conference at beginning of year - including Stakeholder Input goal – and recorded in Frontline on the Professional Growth Plan as part of the PG&E process	
Fall Semester	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
Professional Growth Plan Mid-Year Report	
May 15 Evaluation	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
	Stakeholder Input
	Student Growth
	Complete Summative Evaluation Summary
Profession Growth Plan Year-End Report	

### Formative Evaluation for Career Educators who are not relicensing

Observed twice a year

Goal setting conference at beginning of year - including Stakeholder Input goal – and recorded in Frontline on the Professional Growth Plan as part of the PG&E process	
Fall semester	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
Professional Growth Plan Mid-Year Report	
Spring Semester	
	At least one formal observation (at least 20 minutes in length)
	Review Stakeholder Input goal
	Post observation conference/debriefing for each observation made
Profession Growth Plan Year-End Report	

## Summative Evaluation Process

The **purpose** of the summative evaluation is to **determine if standards are being met**. The educator and supervisor review goals and lines of evidence for the entire evaluation cycle.

Provisional educator (twice yearly – submitted November 15 and March 15)

Career educator (usually fifth year with license renewal – submitted May 15)

### Provisional Educators

Timeline	PG&E Activities for provisional educator and supervisor
August – September	<ul style="list-style-type: none"><li>Provisional educators – complete online self-assessment and set goals in Frontline during beginning of the year goal setting meeting. Must have a stakeholder input goal. Due by September 30.</li></ul>
October – November	<ul style="list-style-type: none"><li>Provisional educators – determine lines of evidence for Professional Growth Plan in Frontline.</li><li>Supervisor prepares Summative Evaluation Summary and submits to School Leadership and Instruction Director. This information will be placed in the educator’s district personnel file. Due by November 15.</li></ul>
December – January	<ul style="list-style-type: none"><li>Supervisor and Educator – Online Review of Professional Growth Plan Mid-Year Report. Due by January 31.</li><li>Educator – gather lines of evidence for summative evaluation.</li></ul>
February - March	<ul style="list-style-type: none"><li>Supervisor prepares Summative Evaluation Summary and submits to School Leadership and Instruction Director. This information will be placed in the educator’s district personnel file. Due by March 15.</li></ul>
April - May	<ul style="list-style-type: none"><li>Supervisor and Educator – complete Professional Growth Plan Year-End Report in Frontline.</li></ul>

### Career Educators

Timeline	PG&E Activities for provisional educator and supervisor
July – September	<ul style="list-style-type: none"><li>Career educators – complete self-assessment and set goals in Frontline during beginning of the year goal setting meeting. Must have a stakeholder input goal. Due by September 30.</li><li>Career educators – determine lines of evidence for Professional Growth Plan.</li></ul>
October – November	<ul style="list-style-type: none"><li>Career educators – continually improve practice. Work toward completion of growth goals.</li><li>Career educators – continue to assemble lines of evidence in preparation for Professional Growth Plan Year-End Report.</li></ul>
December – January	<ul style="list-style-type: none"><li>Supervisor and Educator – Online review of Professional Growth Plan Mid-Year Report. Due by January 31.</li><li>Educator – gather lines of evidence for summative evaluation.</li></ul>
March - May	<ul style="list-style-type: none"><li>Supervisor prepares <i>Summative Evaluation Summary</i> and submits to district personnel file. Due by May 15.</li></ul>
April - May	<ul style="list-style-type: none"><li>Supervisor and Educator – complete Professional Growth Plan Year-End Report in Frontline.</li></ul>

A formal observation that is recorded in Frontline must be at least 20 minutes in duration. The observation does not have to be scheduled; it can be an unannounced observation. It is common practice that the fall observation for Provisional Employees is scheduled, but the Spring Observation is usually unannounced.

The supervisor should go over the rubric with each employee as a faculty, usually done in Faculty Meeting, or individually in a pre-observation meeting. The employees should be given the rubric beforehand and given an opportunity to discuss the standards that are the basis of what they will be observed and evaluated.

In an Observation, the supervisor will mark those standards in the rubric based upon what is or should have been observed in that period during the observation. The comments, lines of evidence, and judgements made based upon the standards observed must be discussed in a post-observation conference after being **submitted** by the supervisor in Frontline. This submission gives the employee an opportunity to view the observation comments. It is considered best practice to submit the observation thus giving the educator a chance to preview the observation before the post-observation meeting. The employee and supervisor meet to discuss the observation in a post-observation conference. After the post-observation conference or at the end of the conference, the employee will **acknowledge** the meeting occurred on Frontline and the supervisor will **finalize** the observation record on Frontline. This post-observation conference must occur for all employees regardless of Provisional, Career Formative, or Career Summative status. No copy is printed out of the observation.

An Evaluation is made for those who are Provisional and Career Summative employees. The Evaluation is made in each of the categories on the evaluation form. This is an Evaluation of that employee in each of the standards of the evaluation form based upon various lines of evidence in various opportunities throughout that evaluation period. It should be the evaluation of the employee at that time in all aspects of the Standards.

As with the observation, there should be a conference to discuss the evaluation after it has been **submitted** on Frontline so the employee can view the evaluation by the supervisor. Once again, it is best practice to submit the evaluation, giving the educator a preview before the Conference. At the end or after that conference, the employee should **acknowledge** on Frontline that the conference has taken place. The Supervisor should **finalize** the evaluation on Frontline. Upon completion of the meeting the evaluation will be printed, and the employee and supervisor will sign and date the evaluation. A copy of the evaluation will be provided to the employee and it is recommended that a copy be made for the supervisor. The original signed and dated document will be turned into the School Leadership Improvement Director so that it can be placed in the Employees' files in HR.

# Formative Evaluation Process

The **purpose** of the formative evaluation is to **improve professional practice**. All educators shall participate yearly, including their summative year.

- Set professional growth goals
- Set stakeholder input goal
- Determine progress and lines of evidence towards the intended goals of the educator
- Collect lines of evidence
- Improve practice continually
- Reflect
- Grow, Learn, Achieve

During the formative evaluation and growth process, the educator will participate in the following elements of goal attainment:

<b>Timeline</b>	<b>Formative Goal Achievement Phases</b>
May – August	<b>Preparing Goals</b> <ul style="list-style-type: none"><li>• Receive Professional Growth &amp; Evaluation orientation on SafeSchool Platform (required)</li><li>• Complete self-assessment in Frontline Professional Growth Plan</li><li>• Identify goals based on results of <i>self-assessment</i></li><li>• Determine lines of evidence (data) that will measure progress in meeting goals</li></ul>
July – September	<b>Setting Goals</b> <ul style="list-style-type: none"><li>• Determine goals related to <i>Educator Standards</i></li><li>• Determine goal related to <i>Stakeholder Input</i></li><li>• Complete Professional Growth Plan in Frontline</li><li>• Save and Notify Professional Growth Plan to supervisor</li><li>• Review <i>growth plan goals</i> and <i>lines of evidence</i> with supervisor – due by September 30</li></ul>
October – March	<b>Working on Goals</b> <ul style="list-style-type: none"><li>• Complete <i>goal activities</i></li><li>• Continue to improve practice</li><li>• Gather data on outcome of activities</li><li>• Assess progress toward goals</li></ul>
April – June	<b>Achieving Goals</b> <ul style="list-style-type: none"><li>• Review <i>goal completion and lines of evidence</i></li><li>• Complete the Professional Growth Plan Year-End Report with <i>dates of completion</i> and <i>goal status</i></li><li>• Evaluate progress toward meeting goals with supervisor – due by May 15</li></ul>

