

**Assistant Superintendent Report:**

**MCS D PERFORMANCE EVALUATION CYCLE** – All administrators and teachers will be evaluated annually. Each performance evaluation cycle will include goal setting, self-evaluation, performance reviews, staff survey results (for principals), and a written evaluation. The expectation for performance, set by the District, is that an administrator and teachers will meet or exceed all the performance standards Administrators based upon the Interstate School Leaders Licensure Consortium (ISLLC) Standards. MCS D teacher evaluation system is based upon the domains of effective teaching and professional practice as developed by Charlotte Danielson, "Enhancing Professional Practices: A Framework for Teaching", 2011.

**STUDENT GROWTH GOALS** – Administrators and teachers must establish at least two student growth goals as evidence of individual class or school-wide student learning and growth. They can select from State or national standardized tests, Common national, international, regional, district-developed measures or other school-wide or district-wide measures

**AN OVERVIEW OF THE PRINCIPAL EVALUATION PROCESS**

<b>Fall:</b>	<ul style="list-style-type: none"> <li>• Create Performance Goals and Action Plan: Performance Goals should be stated in SMART form (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic and Results-focused; Timed and Tracked. (Complete a separate form for each goal)</li> <li>• Meet with Supervisor to discussion vision and goals (Prior to October 1)</li> </ul>
<b>Winter:</b>	<ul style="list-style-type: none"> <li>• Begin compiling data on target areas (January 15- February 14)</li> <li>• Prior to Feb 1<sup>st</sup> Staff Survey is administered</li> <li>• Performance Goals and Action Plan-Progress Report</li> <li>• Administrator’s self-evaluation, including analysis of staff survey results – review with supervisor</li> <li>• Mid-Year performance review with supervisor ( Prior to February 24)</li> </ul>
<b>Early Spring:</b>	<ul style="list-style-type: none"> <li>• Supervisor completes evaluation form and conducts final conference/summative review of evaluation with supervisor – (Prior to March 15)</li> </ul>

Start of Next school year (prior to September): Administrator will review prior years SMART goals based on assessments scores with supervisor, reflect on data, gaps to address. This will support the new school year evaluation cycle that once again start with vision and Goals meeting prior to Oct. 1.

**AN OVERVIEW OF THE TEACHER EVALUATION AND OBSERVATION PROCESS**

<b>1. Goal conferences with supervisor</b>	<p>A. By October 1 collaborate in setting student growth goals (2 goals) SMART goal process to be used</p> <p>B. Meet with teacher mid-year to discuss progress, change in strategies</p> <p>C. Self-assessment/reflection as part of end of year goal setting meeting</p>
<b>2. Informal/walk through observation(s)</b>	<p>2. Minimum of 2 required for all teachers by February 15. Minimum of 4 for all contract teachers during off year of formal observation.</p>
<b>3. Formal observation(s)</b>	<p>3. Required for all teachers annually (based upon placement in the evaluation cycle)</p> <p>1<sup>st</sup> year teachers: 2 by February 15, with a total of 3 by March 15.</p> <p>2<sup>nd</sup> and 3<sup>rd</sup> year teachers: 2 by February 15.</p> <p>Contract teachers: minimum of 1 by February 15, or every other year.</p> <p>Review Year contract teachers- Formal observation not required</p>
<b>4. Written Evaluation &amp; Conference</b>	<p>4. Required annually for all teachers by March 1.</p> <p>MCS D will notify Board by March 15.</p>