

Teacher

Evaluation

Plan



Peru Elementary School District 124

Table of Contents

Section	Title	Page
I.	Teacher Evaluation Plan Development Process	1
II.	The Teacher Evaluation Framework	1
III.	Committee Members and Plan Approval	1
IV.	Core Beliefs of the Teacher Evaluation Process	2
V.	Goals of the Teacher Evaluation Plan	2
VI.	The Domains, Components and Elements	2
VII.	Levels of Performance and the Four Rating Categories	3
VIII.	Domain Rating System	3
IX.	Professional Practice Rating Score (70 Percent)	4
X.	Student Growth Rating Score (30 Percent)	4
XI.	Final Summative Score and Rating	5
XII.	Observation and Evaluation Timeframes and Schedule	6
XIII.	Needs Improvement and Unsatisfactory Ratings	7
XIV.	Summative Evaluation Rating and Written Response	8
XV.	Assignments, Representation, Training and Disclaimers	8-9

Appendices	Title
Appendix A	Framework for Teaching Summary
Appendix B	Evaluation Plan Timeframes
Appendix C	Artifacts
Appendix D	Pre-Observation Self-Evaluation
Appendix E	Pre-Observation Conference Guiding Questions
Appendix F	Post-Observation Reflection Conference
Appendix G	Formative Evaluation Framework
Appendix H	Final Summative Evaluation Score and Rating Report
Appendix I	Individual Growth Plan
Appendix J	Teacher Job Description

I. Teacher Evaluation Plan Development Process

In 2012, a committee of teachers, administrators and a member of the Board of Education meticulously researched and developed the Peru Elementary School District 124 Teacher Evaluation Plan that follows. In part, this process was necessary to ensure compliance with the Illinois Performance Evaluation Reform Act (PERA), which is Public Act 96-0861. PERA required significant changes to how teachers are evaluated and how evaluations are used.

The development of a research-based teacher evaluation plan that incorporates “the growth of student learning and the growth of the teacher as a professional” was part of the Strategic Plan for Peru Elementary School District 124. The focus was to develop a more effective evaluation plan that focuses on the growth of the teacher and provides a more objective and clear means of communication throughout the process. The task of this committee was to study, plan, research, develop and implement a new, comprehensive teacher evaluation plan that is in compliance with PERA, and also that meets the needs of the district and the professional growth needs of the district’s teachers with the ultimate goal of improving the process of teaching and learning. This committee has continued this work to develop the student growth model in a manner that is relevant, meaningful and professional.

In 2021-2022, a committee of teachers and administrators convened to review the Teacher Evaluation Plan, Framework, and Student Learning Objectives. The purpose and focus of the committee was to review all aspects of the evaluation process and make necessary adjustments based on input from teachers and administrators. After multiple meetings and subcommittee meetings, the committee made recommendations that are reflected in the current evaluation plan.

II. The Teacher Evaluation Framework

After considerable research, including a group study of Charlotte Danielson’s *A Framework for Teaching (2nd Edition)*, the committee focused on the development of an evaluation instrument aligned with Danielson’s framework. Danielson has revolutionized the teacher evaluation process with language among the four domains that is clear, concise and more easily understood between the teacher and the evaluator. It also recognizes professional growth as a major component in the process. The 2021-2022 committee revised and clarified language from the original framework and made recommended changes without disturbing the integrity of the framework.

III. Committee Members and Plan Approval

The members directly involved with the 2021-2022 revised Teacher Evaluation Plan Committee were: Brandi Anderson-Maier, Tara Backes, Heather Baker, Cinnamon Bosnich, Melissa Bosnich, Carolyn Bryant, Katie Budnick, Melissa Cass, Jamie Craven, Tara Duncan, Jade Hubinsky, Dawn Ladzinski, Sara McDonald, Beth Rich, Kelly Schaefer, Phil Whaley. On March 10th, 2022, the committee voted unanimously to approve the updated evaluation plan. The committee continues to periodically review and update the plan as needed, and the Board approves the plan annually.

IV. Core Beliefs of the Teacher Evaluation Process

The committee developed a list of eight core beliefs that we believe are critical to the teacher evaluation process. In no particular order, these beliefs are as follows:

- ✓ The evaluation should be part of an ongoing process.
- ✓ There should be clarity of expectations for both the teacher and the evaluator.
- ✓ The evaluation should be based on continual improvement of instruction with the goal of improved student learning.
- ✓ The evaluation should be flexible enough to account for different teaching assignments, grade levels and professional responsibilities.
- ✓ The evaluation process should be collaborative in nature.
- ✓ The evaluation process should include self-reflection and self-assessment.
- ✓ The evaluation process should take into account the professional growth and experience of the teacher.
- ✓ Professional growth can always take place and improvement should never end.

V. Goals of the Teacher Evaluation Plan

The committee also developed five goals as work progressed on the Teacher Evaluation Plan. In no particular order, these goals are as follows:

- ✓ To develop an evaluation tool that ultimately improves teaching and learning.
- ✓ To provide a fair and consistent method of teacher evaluation across the school district that meets the diverse needs of the staff.
- ✓ To provide a common language that allows for clear expectations about effective instruction and professional dialogue.
- ✓ To allow teachers to play a direct, active role in the process of their own evaluation, including opportunities for self-reflection and professional growth.
- ✓ To develop a plan that is legally sound and in compliance with PERA.

VI. The Domains, Components and Elements

Danielson’s framework outlines four “Domains of Teaching Responsibility”, as well as components under each domain. The Teacher Evaluation Plan Committee modified the components slightly to fit the needs of the District’s teachers, while also allowing for exactly five components under each domain.

The Framework for Teaching Summary (Appendix A) provides more detailed elements under each component, and the Formative Evaluation Framework (Appendix G) includes descriptors for each performance level for the four domains and twenty components. The four domains, as well as the five components under each domain, are as follows:

Domain 1 Planning and Preparation

- 1A Demonstrating Knowledge of Content, Pedagogy and Resources
- 1B Demonstrating Knowledge of Students
- 1C Setting Instructional Outcomes
- 1D Designing Coherent Instruction
- 1E Designing Student Assessments

Domain 2 The Classroom Environment

- 2A Creating an Environment of Respect and Rapport
- 2B Establishing a Culture for Learning
- 2C Managing Classroom Procedures
- 2D Managing Student Behavior
- 2E Organizing Physical Space

Domain 3 Instruction

- 3A Communicating with Students
- 3B Using Questioning and Discussion Techniques
- 3C Engaging Students in Learning
- 3D Using Assessment in Instruction
- 3E Demonstrating Flexibility and Responsiveness

Domain 4 Professional Responsibilities

- 4A Reflecting on Teaching
- 4B Maintaining Accurate Records
- 4C Communicating with Families
- 4D Growing and Developing While Participating in a Professional Community
- 4E Showing Professionalism

VII. Levels of Performance and the Four Rating Categories

In compliance with PERA, the Teacher Evaluation Plan includes four specific rating categories that correspond with Danielson's Levels of Performance. The four evaluation rating categories are: Excellent, Proficient, Needs Improvement and Unsatisfactory.

VIII. Domain Rating System

Under each of the domains, individual teachers are rated according to the above levels for each of the twenty components. The five component ratings under each domain are then used to determine the overall rating for the corresponding domain as follows:

Excellent

Excellent ratings in at least three of the components of the domain, with the remaining components rated as no lower than Proficient.

Proficient

No more than one component rated as Needs Improvement, with the remaining components rated as Proficient or higher.

Needs Improvement

One component rated as Unsatisfactory; OR more than one component rated as Needs Improvement, with the remaining components rated as Proficient or higher.

Unsatisfactory

Any two or more components rated as Unsatisfactory.

IX. Professional Practice Rating Score (70 Percent)

The overall Professional Practice Rating comprises 70 percent of the final summative rating calculation. Individual teachers are assigned a professional practice rating (with the Professional Practice score shown in parentheses) based on the four domain ratings as follows:

Excellent (4)

Excellent ratings in three or more of the domains, with the remaining domain rated as Proficient.

Proficient (3)

No more than one domain rated as Needs Improvement, with the remaining domains rated as Proficient or higher.

Needs Improvement (2)

More than one domain rated as Needs Improvement, with the remaining domains rated as Proficient or higher.

Unsatisfactory (1)

Any domain rated as Unsatisfactory.

Professional Practice Rating Score Conversion

The Professional Practice rating score is based on Danielson's Levels of Performance as explained in Section IX. The rating categories are then converted to a Professional Practice score of 4, 3, 2 or 1 and those scores are then multiplied by 0.7 to convert these to a Professional Practice Weighted Score as follows:

Professional Practice Rating Category	Professional Practice Score	70 Percent Weighting	Professional Practice Weighted Score
Excellent	4	0.7	2.80
Proficient	3	0.7	2.10
Needs Improvement	2	0.7	1.40
Unsatisfactory	1	0.7	0.70

X. Student Growth Rating Score (30 Percent)

The overall Student Growth rating is based on two district-wide assessments, namely the MAP Reading Test and the MAP Math Test. The Joint PERA Committee will meet every November to determine the percentage of each score, not to exceed 30%. The following table shows in a visual format the combined result of the assessments.

Student Growth Rating Score Conversion

The overall Student Growth rating is then converted to a Student Growth score of 4, 3, 2 or 1. The Student Growth Score is then multiplied by 0.3 to convert it to a Student Growth Weighted Score as follows:

Student Growth Rating Category	Student Growth Score	30 Percent Weighting	Student Growth Weighted Score
Excellent	4	0.30	1.20
Proficient	3	0.30	0.90
Needs Improvement	2	0.30	0.60
Unsatisfactory	1	0.30	0.30

XI. Final Summative Score and Rating

The calculation for the combined summative score and rating is made by combining the Professional Practice weighted score and the Student Growth weighted score (see Appendix H), resulting in the teacher receiving a Combined Summative Score and Final Summative Rating as follows:

Summative Score	Combined Final Summative Rating
3.70 - 4.00	Excellent
2.70 - 3.69	Proficient
2.00 - 2.69	Needs Improvement
1.00 - 1.99	Unsatisfactory

The following table shows in a different visual format the same results of the combined Professional Practice weighted score and the Student Growth weighted score to form the Final Summative Rating (see Appendix H):

Student Growth Rating (30 Percent)	PROFESSIONAL PRACTICE RATING (70 PERCENT)				
		EXCELLENT	PROFICIENT	NEEDS IMPROVEMENT	UNSATISFACTORY
	EXCELLENT	EXCELLENT	PROFICIENT	NEEDS IMPROVEMENT	UNSATISFACTORY
	PROFICIENT	EXCELLENT	PROFICIENT	NEEDS IMPROVEMENT	UNSATISFACTORY
	NEEDS IMPROVEMENT	PROFICIENT	PROFICIENT	NEEDS IMPROVEMENT	UNSATISFACTORY
	UNSATISFACTORY	PROFICIENT	NEEDS IMPROVEMENT	UNSATISFACTORY	UNSATISFACTORY

XII. Observation and Evaluation Timeframes and Schedule

As stated in the core beliefs and goals of the Teacher Evaluation Plan, the teacher evaluation process is an ongoing effort focused on the professional growth of the teacher and should ultimately improve teaching and learning. It is also a legal process with specific requirements and necessary timelines that need to be followed. The Evaluation Plan Timeframes are summarized in Appendix B.

Formal Observations

A schedule with the planned week of dates of formal observations will be distributed by the evaluator to all affected teachers no later than the first student attendance day of the school year. Should circumstances arise that make it necessary to make changes to this schedule, the evaluator or teacher will notify the other a minimum of one week prior to the rescheduled date, unless an earlier time is mutually agreed upon by both parties. Probationary teachers shall be formally observed at least two (2) times each probationary year and tenured teachers a minimum of once every two years.

Pre-Conference Forms and Schedule

The evaluator and teacher will establish the specific dates and times of the preobservation conference and formal observations. Formal observations will not be conducted during the first week of school or in the last full week and remaining days before winter break. Each formal classroom observation shall be a minimum of thirty (30) consecutive minutes.

The teacher will provide the evaluator with the completed Pre-Observation SelfEvaluation form (Appendix D) at least one (1) day prior to the scheduled pre-observation conference. Prior to the pre-observation conference, both the teacher and the evaluator should also refer to the Pre-Observation Conference Guiding Questions (Appendix E). This includes potential guiding questions intended to open up conversations between the teacher and evaluator about the lesson to be formally observed. This form does not need to be completed in writing or submitted, but can be used for notes or discussion.

Post-Observation Reflection Conference Forms and Schedule

The post-observation reflection conference must take place within ten (10) school days of the formal observation. The teacher will provide the evaluator with the completed Post-Observation Reflection Conference form (Appendix F) within two (2) days after the scheduled observation. Any other necessary post-observation conference documents will be provided by the evaluator to the teacher at least one (1) day prior to the scheduled post-observation reflection conference.

Informal Observations

In addition to the number of formal observations described above for probationary and tenured teachers, at least one informal observation must be conducted during each evaluation cycle. Informal observations do not require any notifications or forms; however, if any information from the informal observations is used in the final summative rating, then this information must be shared in writing to the teacher within ten (10) days after the completion of the informal observation and the teacher must have an opportunity to discuss this with the evaluator following the observation.

Annual Professional Responsibilities Data Collection

Any artifacts (See Appendix C) must be submitted by the teacher to the evaluator on by February 1st of each school year.

Missed Timelines and Special Circumstances

Any teacher who is not evaluated during their scheduled evaluation year due to timelines missed by the evaluator will have a letter placed in his/her personnel file with a copy to the teacher stating that the lack of an evaluation signifies that the teacher is performing at an "excellent" level.

In the event a teacher medical leave or other unforeseen, long-term absence prevents the issuance of a final summative evaluation rating, a rating will not be provided and the teacher will be placed on the evaluation cycle the following year.

XIII. Needs Improvement and Unsatisfactory Ratings

An Individual Growth Plan (Appendix I) must be developed between the teacher and the evaluator within thirty (30) days after the completion of a summative evaluation rating in which a tenured teacher is rated as Needs Improvement in any one or more domains, or on the final summative evaluation rating. The plan should address any or all domains and/or components rated as Needs Improvement or Unsatisfactory.

In addition to the development of the Individual Growth Plan, a tenured teacher receiving a domain or summative rating of Needs Improvement shall be evaluated again for the next ensuing school term with a minimum of two (2) formal observations and one (1) informal observation during the new evaluation cycle. The same timelines are otherwise followed as outlined in Section XII. The Individual Growth Plan is not utilized for non-tenured teachers who receive a rating of Needs Improvement.

Unsatisfactory Rating and Remediation

In the event a tenured teacher receives an overall summative evaluation rating of Unsatisfactory, a remediation plan will be developed in accordance with current statute. The remediation process includes a number of specific requirements for the teacher under remediation, the evaluator(s) and the consulting teacher, and also includes specific timelines per the law.

If a tenured teacher exhibits evidence of Unsatisfactory practice at any time, the summative evaluation process may be commenced to determine the rating. Should the rating be determined to be Unsatisfactory, then a remediation plan will be developed as described above.

The teacher will be provided with the opportunity to provide any artifacts or evidence in response to an Unsatisfactory rating, with the understanding that the timeline will follow the schedule determined in the remediation plan, rather than any other references contained in the Teacher Evaluation Plan.

XIV. Summative Evaluation Rating and Written Response

All formal observations, conferences and final summative evaluations must be completed by March 1st of the summative evaluation year. Teachers shall be provided with a copy of the Final Summative Evaluation Score and Rating Report (Appendix H) at least 24 hours prior to the meeting to review the final document with the evaluator. One final copy must be signed and dated at that meeting by both the teacher and the evaluator indicating receipt of the summative evaluation, and this original hard copy is to be placed in the teacher's personnel file.

Signing the summative evaluation by the teacher shall indicate receipt, but not agreement with, the contents of the evaluation. If the teacher disagrees with the summative evaluation and/or narrative, his/her written response to the evaluation must be submitted within ten (10) working days of its receipt. Any written response will be attached to the summative evaluation in the personnel file.

Personnel File

Each teacher's personnel file shall contain the following minimum items of information: signed copies of all summative teacher evaluations, required medical information, current transcripts and any other information which could be used as a basis for discipline, re-employment, assignment, termination, transfer or determining salary.

The teacher may attach a written statement to any complaint or disciplinary action that is placed in the teacher's personnel file. If the complaint or disciplinary action is to be placed in the teacher's file, the teacher will receive verbal notice prior to written notice of the substance of the documentation.

XV. Assignments, Representation, Training and Disclaimers

It is understood that the evaluator will generally be the principal at the particular building to which a teacher is assigned. In the event a teacher has a dual assignment, it will be clarified to the teacher at the beginning of the school term to which evaluator he/she is assigned. In the unlikely event an evaluator other than the building principal needs to be assigned, this will also be indicated at the beginning of the school term, or at the time this becomes necessary.

Association Representation

Upon request of the teacher, a representative of the teacher association will be present during post-observation and/or summative evaluation conferences.

Teacher Evaluation Plan Training

Once the Teacher Evaluation Plan is enacted, formal training and development on the new plan will be provided to all teachers. From that point on, new teachers in the district will be provided training on the evaluation plan prior to the completion of any formal observations or summative evaluations. It is ultimately the responsibility of each individual teacher to be completely familiar with the teacher evaluation process, timelines, forms and teacher responsibilities. Questions or clarification should be directed to the evaluator or the superintendent. Prior to conducting any formal observations or summative evaluations, evaluators must complete required training that is in compliance with current state statute.

Teacher Evaluation Plan Disclaimers

This Teacher Evaluation Plan is intended to be flexible and adaptable to all the various teaching positions within the district. Evaluators will consider the uniqueness of each teacher's assignment when making judgments about their effectiveness. Specific job variations such as the number of students taught and the instructional time available may impact such factors such as the ability to individualize and differentiate instruction, communicate individually with parents and devote large amounts of time doing assessments.

Furthermore, any issues or conflicts that may arise within the Peru Elementary School District 124 Teacher Evaluation Plan or throughout the teacher evaluation process will be brought forth to the appropriate parties so that any issues may be resolved in writing.

Framework for Teaching Summary

Domain 1 - Planning and Preparation	Domain 2 - The Classroom Environment
<p>1A Demonstrating Knowledge of Content, Pedagogy and Resources</p> <ul style="list-style-type: none"> ✓ Knowledge of content and the structure of the discipline ✓ Knowledge of prerequisite relationships <p>1B Demonstrating Knowledge of Students</p> <ul style="list-style-type: none"> ✓ Knowledge of students' skills, knowledge, and language proficiency ✓ Knowledge of students' interests and cultural heritage ✓ Knowledge of students' special needs <p>1C Setting Instructional Outcomes</p> <ul style="list-style-type: none"> ✓ Value, sequence, and alignment of curriculum standards ✓ Suitability for diverse learners ✓ Instructional outcomes are stated as goals <p>1D Designing Coherent Instruction</p> <ul style="list-style-type: none"> ✓ Learning activities ✓ Instructional materials and resources ✓ Instructional groups ✓ Lesson and unit structure <p>1E Designing Student Assessments</p> <ul style="list-style-type: none"> ✓ Aligned with instructional outcomes ✓ Criteria and standards ✓ Design of formative assessments ✓ Use for planning 	<p>2A Creating an Environment of Respect and Rapport</p> <ul style="list-style-type: none"> ✓ Teacher interaction with students ✓ Student interactions with other students <p>2B Establishing a Culture for Learning</p> <ul style="list-style-type: none"> ✓ Importance of the content ✓ Expectations for learning and achievement ✓ Student pride in work <p>2C Managing Classroom Procedures</p> <ul style="list-style-type: none"> ✓ Management of instructional groups ✓ Management of transitions ✓ Management of materials and supplies ✓ Performance of non instructional duties <p>2D Managing Student Behavior</p> <ul style="list-style-type: none"> ✓ Expectations ✓ Monitoring of student behavior ✓ Response to student misbehavior <p>2E Organizing Physical Space</p> <ul style="list-style-type: none"> ✓ Safety and accessibility ✓ Arrangement of furniture and use of physical resources ✓ Effective use of technology
Domain 3 - Instruction	Domain 4 - Professional Responsibilities
<p>3A Communicating with Students</p> <ul style="list-style-type: none"> ✓ Expectations for learning ✓ Directions and procedures ✓ Explanations of content ✓ Use of oral and written language <p>3B Using Questioning and Discussion Techniques</p> <ul style="list-style-type: none"> ✓ Quality of questions ✓ Discussion techniques ✓ Student participation <p>3C Engaging Students in Learning</p> <ul style="list-style-type: none"> ✓ Activities and assignments ✓ Instructional materials and resources ✓ Grouping of students ✓ Structure and pacing <p>3D Using Assessment in Instruction</p> <ul style="list-style-type: none"> ✓ Assessment criteria ✓ Monitoring of student learning ✓ Feedback to students ✓ Student self-assessment and monitoring of progress <p>3E Demonstrating Flexibility and Responsiveness</p> <ul style="list-style-type: none"> ✓ Lesson adjustment ✓ Response to students 	<p>4A Reflecting on Teaching</p> <ul style="list-style-type: none"> ✓ Evidence Based ✓ Use in future teaching <p>4B Maintaining Accurate Records</p> <ul style="list-style-type: none"> ✓ Instructional records ✓ Non instructional records <p>4C Communicating with Families</p> <ul style="list-style-type: none"> ✓ Information about the instructional program ✓ Information about individual students ✓ Engagement of families in the instructional program <p>4D Growing and Developing While Participating in a Professional Community</p> <ul style="list-style-type: none"> ✓ Enhancement of content knowledge and pedagogical skills ✓ Receptivity to feedback from colleagues ✓ Service to the profession <p>4E Showing Professionalism</p> <ul style="list-style-type: none"> ✓ Ethical conduct ✓ Advocacy ✓ Compliance with school and district regulations

Appendix B- Evaluation Plan Timeframes and Responsibilities

The following timelines summarize the various timelines and deadlines referred to throughout the Teacher Evaluation Plan and also contained with the Appendices. **Evaluations will be completed by March 1st.**

Schedule for Non- Tenured Teachers

Evaluation Scheduling Meeting (Round 1)	See Evaluation Schedule for date and time	In Teacher Binder given by administration
Pre-Observation Self-Evaluation	Filled out one day prior to Pre-Conference	Appendix D in Frontline
Artifacts	See appendix C	Uploaded into Frontline as pdf
Post-Observation Reflection	Filled out within 2 days after the observation	Appendix F in Frontline
Post Observation Meeting	Schedule with administration within 10 days of observation	No additional forms needed
Evaluation Scheduling Meeting (Round 2)	See Evaluation Schedule for date and time	In Teacher Binder given by administration
Post-Observation Reflection (Round 2)	Filled out within 2 days of observation	Appendix F in frontline
Final Submission of Artifacts	By February 1st	Uploaded into Frontline as pdf
Final Summative Evaluation Score and Rating Report	Completed by Administration 24 hours before review with teacher	Administration provides paper copy for teacher records of Appendix H that can also be found in Frontline
Optional - Written comments about evaluation	Within 10 days of receiving Appendix H	Typed copy for inclusion in personnel file detailing rationale for any items in evaluation in disagreement between teacher and administration

Schedule for Evaluated Tenured Teachers

Evaluation Scheduling Meeting (Round 1)	See Evaluation Schedule for date and time	In Teacher Binder given by administration
Pre-Observation Self-Evaluation	Filled out one day prior to Pre-Conference	Appendix D in Frontline
Artifacts	See appendix C	Uploaded into Frontline as pdf
Post-Observation Reflection	Filled out within 2 days after the observation	Appendix F in Frontline
Post Observation Meeting	Schedule with administration within 10 days of observation	No additional forms needed
Final Submission of Artifacts	By February 1st	Uploaded into Frontline as pdf
Final Summative Evaluation Score and Rating Report	Completed by Administration 24 hours before review with teacher	Administration provides paper copy for teacher records of Appendix H that can also be found in Frontline

Teachers Receiving a Needs Improvement

Individual Growth Plan	Within 30 days after Final Summative Evaluation (Appendix H) teacher and evaluator develop the Individual Growth Plan	Appendix I found in Frontline
------------------------	---	-------------------------------

Appendix C - Artifacts

This list is intended to be a guide thinking about artifacts that might be considered for domain 1 - Planning and Preparation and Domain 4 - Professional Responsibilities, both of which are typically not easily observed in the classroom. Whereas, Domain 2 - The Classroom Environment and Domain 3 - Instruction will be collected via classroom observations and walkthroughs. Please note that no educator would want or need to upload all of these, and that there may be other high quality artifacts that would provide evidence for a given component. **Include 2 - 4 artifacts that represent evidence for each domain.**

DOMAIN ONE: PLANNING AND PREPARATION (Choose 2 - 4)

- Getting to know students' handout or student interest surveys that gather student feedback
- Anecdotal notes from reader/writer conferences with students
- Assessment or grading rubrics that identify proficiency for an outcome or that are tied to lesson/unit outcome
- College courses/transcripts
- Common core lessons/assessments you created
- Common formative or summative assessments with notes about how the results were used
- Curriculum Guide
- Examples of different types of assessments that aren't from the textbook
- Examples of instruction groups, Intervention/enrichment group plans for guided reading or math groups. What do literacy centers or daily 3 math centers look like?
- Learning targets/ "I can" statements in lesson plans or posted in the room (picture of such)
- Lesson or unit plan that contains appropriate assessment plan tied to standards and outcomes
- Lesson or unit plan that utilizes community resources or speakers
- Lesson plan with differentiated options for learning and assessment (multiple points of entry) that lead to a specific outcome
- Lesson or unit plans that contain learning outcomes that are rigorous and represent a range of important learning
- List of essential questions that are linked to outcomes
- Notes about learner special needs including those from IEP and 504
- Parent/student surveys results analysis
- Proficiency checklists for students
- Research and implementation of Response to Intervention strategies or resources
- Sample Exit tickets or authentic assessments with reflection about how the information was used
- Sample of online resources or collaboration with colleagues regarding curriculum and instruction (blogs, professional organizations, educational social media groups, etc)
- Sample of student input/reflections/journals
- Unit or lesson plan that shows where assessments are built in (formative and summative)
- Written reflections regarding the sequence of instruction and learning activities including any adjustments to meet the unique needs of the students you teach

DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES (Choose 2 - 4)

- Any type of evidence that shows you advocate, in a professional manner, for a student or students
- Anything that shows how you collaborate with colleagues to improve student learning (team meeting notes, book study with applied learning, action research, etc.)
- Book study groups (could include agenda, notes, actions taken)
- Evidence of membership in professional organizations with notes about how it has impacted you as a professional
- Evidence of parent involvement in classroom
- Evidence of participation on an interview panel
- Evidence of serving as a mentor
- Examples of student portfolios, reading level progress notes, Teacherease or other means of collecting student performance data, etc.
- Letter(s), emails, notes that speak to your standards, integrity, or contribution to the positive culture of the school
- List of course(s) taken or transcript with reflection
- List and notes of reader/writer conferences with students
- Newsletter/Calendar/Website/Social Media that shows how you keep parents informed about what is happening in the classroom on a regular basis
- Parent communication log (includes phone, email, in-person contacts)
- Plans, handouts, agenda or certificate of attendance from workshops or conferences, transcript from a class taken, with reflection including plans for implementation
- PLC agendas/notes
- PowerPoint or outline of something you have presented to others
- Professional Development Plans that include goals and self reflection (other than Appendix D and F)
- Reflective notes related to data analysis, student surveys, parent surveys
- Reflective notes related to observing a colleague or a colleague observing you
- Technology resources used to enhance your knowledge or skill

Challenges/Concerns:

Future Focus:

Domain 3 – Instruction

Successes:

Challenges/Concerns:

Future Focus:

Domain 4 – Professional Responsibilities

Successes:

Challenges/Concerns:

Future Focus:

Pre-Observation Conference Guiding Questions

Following are potential guiding questions intended to open up conversations between the teacher and administrator about the lesson to be formally observed. This form does not need to be completed in writing or submitted, but can be used for notes or discussion.

_____	_____	_____
Teacher	School	Evaluator
_____	_____	
Grade Level/Position	Years in Current Position	
_____	_____	
Observation Date and Time	Pre-Conference Date and Time	

Potential Guiding Questions for Discussion between Teacher and Evaluator:

1. What have you learned about your students this year that has gone into planning for this lesson? (1b)
2. How will you communicate the learning objectives to the students? (3a)
3. How have you organized the overall structure, pacing, and materials within this lesson to engage students in the learning process? (1d, 3a, 3b)
4. How have you organized the classroom to promote a respectful learning environment? (2a, 2b)
5. How do your classroom procedures and/or the physical arrangement of the classroom help students be successful in your classroom? How have you changed your organizational procedures / arrangement based on previous feedback? If so, describe? (2c, 2d)
6. What adjustments to your lesson plan might you make if you see some students struggling with concepts during and/or after the lesson? (3d, 3e)

7. How do you plan to assess your students' progress towards mastery of the identified learning objectives? (1e, 3c)

8. How has this lesson been influenced by collaboration with other teachers or involvement in different professional activities? (4d, 4e, 4f)

9. Thinking beyond the classroom, how do you communicate and connect with the students' families to help build a link between home and school? (4c)

10. What would you like me to specifically observe during the lesson?

11. Beyond what we have already discussed, what else would you like to share with me about the lesson that I will be observing?

Post-Observation Reflection Conference

This form is to be completed by the teacher and submitted to the evaluator within two days after the scheduled observation.

Teacher

School

Evaluator

Grade Level/Position

Years in Current Position

Observation Date and Time

Conference Date and Time

Questions for Discussion between Teacher and Evaluator:

1. In general, how successful was the lesson? Did the students learn what you intended for them to learn? How do you know?

2. Comment on your choice of instructional delivery method(s). To what extent were they effective and/or how did they contribute to student learning?

3. If you had an opportunity to teach this lesson again to the same group of students, what would you do differently? What did you learn from this lesson that will help you with your teaching in the future?

Domain 1 – Planning and Preparation

Components 1A, 1B

Component 1A Demonstrating Knowledge of Content, Pedagogy and Resources			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>The teacher’s plans and preparations display little knowledge of the content, prerequisite relationships between different aspects of the content, or the instructional practices specific to that discipline. The teacher demonstrates little or no familiarity with resources to enhance own knowledge, to use in teaching, or for students who need them.</p>	<p>The teacher’s plans and preparations reflect some awareness of the important concepts in the discipline, prerequisite relationships between them, and the instructional practices specific to that discipline. The teacher demonstrates some familiarity with resources available through the school or district to enhance own knowledge, to use in teaching or for students who need them.</p>	<p>The teacher’s plans and preparations reflect solid knowledge of the content, prerequisite relationships between important concepts, and the instructional practices specific to that discipline. The teacher is fully aware of the resources available through the school or district to enhance own knowledge, to use in teaching, or for students who need them.</p>	<p>The teacher’s plans and preparations reflect extensive knowledge of the content and the structure of the discipline. The teacher actively builds on knowledge of prerequisites and misconceptions when describing instruction or seeking causes for student understanding. The teacher seeks out resources in and beyond the school or district in professional organizations, on the internet, or in the community to enhance their own knowledge, to use in teaching, and for students who need them.</p>

Component 1B Demonstrating Knowledge of Students			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>The teacher demonstrates little or no knowledge of students’ backgrounds, cultures, skills, language proficiency, interests, and special needs, and does not seek such understanding.</p>	<p>The teacher indicates the importance of understanding students’ backgrounds, cultures, skills, language proficiency, interests, and special needs, in order to meet the needs of the class as a whole.</p>	<p>The teacher actively seeks knowledge of students’ backgrounds, cultures, skills, language proficiency, interests, and special needs, in order to meet the needs of groups of students.</p>	<p>The teacher actively seeks knowledge of students’ backgrounds, cultures, skills, language proficiency, interests, and special needs from a variety of sources, in order to meet the needs of individual students.</p>

Domain 1 – Planning and Preparation

Components 1C, 1D

Component 1C Setting Instructional Outcomes			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
Instructional outcomes are unsuitable for students , represent trivial or low-level learning, or are stated only as activities. They do not permit viable methods of assessment.	Instructional outcomes are of moderate rigor and are suitable for some students , but consist of a combination of activities and goals, some of which permit viable methods of assessment. They reflect more than one type of learning, but the teacher makes no attempt at scaffolding and building on prior knowledge.	Instructional outcomes are stated as goals reflecting high level learning and curriculum standards. They are suitable for most students in the class, represent different types of learning, and can be assessed. The outcomes are scaffolded and build on prior learning to meet the needs of most students.	Instructional outcomes are stated as goals that can be assessed , reflecting rigorous learning and curriculum standards. The outcomes are scaffolded and build on prior learning to meet the needs of individual students.

Component 1D Designing Coherent Instruction			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
The teacher’s plans include a series of learning experiences that are poorly aligned with the instructional outcomes and do not represent a coherent structure.	The teacher’s plans include a series of learning experiences that demonstrate partial alignment with instructional outcomes, and some of the experiences are likely to engage students in significant learning.	The teacher’s plans coordinate knowledge of content, of students, and of resources to design a series of learning experiences aligned to instructional outcomes and suitable for groups of students.	The teacher’s plans coordinate knowledge of content, of students, and of resources to design a series of learning experiences aligned to instructional outcomes, differentiated where appropriate to make them suitable for all students, and likely to engage them in significant learning.

Domain 1 – Planning and Preparation

Component 1E

Component 1E Designing Student Assessments			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>The teacher’s plan for assessing student learning contains no clear criteria or standards, is poorly aligned with the instructional outcomes, or is inappropriate for many students. The results of assessment have minimal impact.</p>	<p>The teacher’s plan for student assessment is partially aligned with the instructional outcomes, without clear criteria, and appropriate for at least some students. The teacher intends to use assessment results to plan for future instruction for the class as a whole.</p>	<p>The teacher’s plan for student assessment is aligned with the instructional outcomes, uses clear criteria, and is appropriate to the needs of students. The teacher intends to use assessment results to plan for future instruction for groups of students.</p>	<p>The teacher’s plan for student assessment is fully aligned with the instructional outcomes, with clear criteria and standards and is appropriate to the needs of the students. Assessment methodologies may have been adapted for individuals, and the teacher intends to use assessment results to plan future instructional for individual students.</p>

Evidence/Documentation:

Summary of Strengths and Areas Recommended for Growth:

Domain 2 – The Classroom Environment

Components 2A, 2B

Component 2A

Creating an Environment of Respect and Rapport

Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
Classroom interactions, both between the teacher and students and among students, are negative, inappropriate or insensitive to students' cultural backgrounds and are characterized by sarcasm, put-downs or conflict.	Classroom interactions, both between the teacher and students and among students, are generally appropriate and free from conflict but may be characterized by occasional displays of insensitivity or lack of responsiveness to cultural or developmental differences among students.	Classroom interactions between the teacher and students and among students are polite and respectful, reflecting caring , and are appropriate to the cultural and developmental differences among groups of students.	Classroom interactions between the teacher and individual students are highly respectful , reflecting caring and sensitivity to students' cultures and levels of development. Students themselves ensure high levels of civility among members of the class.

Component 2B

Establishing a Culture for Learning

Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
The classroom environment conveys a negative culture for learning, characterized by low teacher commitment to the subject, low expectations for student achievement, and little or no student pride in work.	The teacher's attempt to create a culture for learning is partially successful , with little teacher commitment to the subject, modest expectations for student achievement, and little student pride in work. Both teacher and students appear to be only "going through the motions."	The classroom culture is characterized by high expectations for most students and genuine commitment to the subject by both teacher and students, with students demonstrating pride in their work.	The teacher creates a culture for learning in which everyone shares a belief in the importance of the subject and students hold themselves to high standards of performance – for example, by initiating improvements to their work.

Domain 2 – The Classroom Environment

Components 2C, 2D

Component 2C Managing Classroom Procedures			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>Much instructional time is lost because of inefficient classroom routines and procedures for transitions, handling of supplies and performance of non-instructional duties.</p>	<p>Some instructional time is lost because classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties are only partially effective.</p>	<p>Little instructional time is lost because of classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties, which occur smoothly.</p>	<p>Students contribute to the seamless operation of classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties.</p>

Component 2D Managing Student Behavior			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>There is no evidence that standards of conduct have been established and little or no teacher monitoring of student behavior. Response to student misbehavior is repressive or disrespectful of student dignity.</p>	<p>It appears that the teacher has made an effort to establish standards of conduct for students. The teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior.</p>	<p>Standards of conduct appear to be clear to students, and the teacher monitors student behavior against those standards. The teacher’s response to student misbehavior is appropriate and respects the students’ dignity.</p>	<p>Standards of conduct are clear, with evidence of student participation in setting them. The teacher’s monitoring of student behavior is subtle and preventative, and the teacher’s response to student misbehavior is sensitive to individual student needs.</p>

Domain 2 – The Classroom Environment

Component 2E

Component 2E Organizing Physical Space			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>The physical environment is unsafe, or some students don't have access to learning. Alignment between the physical arrangement and the lesson activities is poor.</p>	<p>The classroom is safe, and essential learning is accessible to most students; the teacher's use of physical resources, including computer technology, is moderately effective. The teacher may attempt to modify the physical arrangements to suit learning activities, with partial success.</p>	<p>The classroom is safe, and learning is accessible to all students; the teacher ensures that the physical arrangement is appropriate to the learning activities. The teacher makes effective use of physical resources, including computer technology.</p>	<p>The classroom is safe, and the physical environment ensures the learning of all students, including those with special needs. Students contribute to the use or adaptation of the physical environment to advance learning. Technology is used skillfully, as appropriate to the lesson.</p>

Evidence/Documentation:

Summary of Strengths and Areas Recommended for Growth:

Domain 3 - Instruction

Components 3A, 3B

Component 3A Communicating with Students			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
Expectations for learning, directions and procedures, and explanations of content are unclear or confusing to students. The teacher’s use of language contains errors or is inappropriate for students’ cultures or levels of development.	Expectations for learning, directions and procedures, and explanations of content are clarified after initial confusion ; the teacher’s use of language is correct but may not be completely appropriate for students’ cultures or levels of development.	Expectations for learning, directions and procedures, and explanations of content are clear to students. Communications are appropriate for students’ cultures and levels of development.	Expectations for learning, directions and procedures, and explanations of content are clear to students. The teacher’s oral and written communication is clear, appropriate for students’ cultures and levels of development, and anticipates possible student misconceptions.

Component 3B Using Questioning and Discussion Techniques			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
The teacher’s questions are low-level or inappropriate , eliciting limited student participation and recitation rather than discussion.	Some of the teacher’s questions elicit a thoughtful response, but most are low-level , posed in rapid succession. The teacher’s attempts to engage all students in the discussion are only partially successful.	Most of the teacher’s questions elicit a thoughtful response , and the teacher allows sufficient time for students to answer. All students participate in the discussion, with the teacher stepping aside when appropriate.	Questions reflect high expectations and are culturally and developmentally appropriate. Students formulate many of the high-level questions and ensure that all voices are heard.

Domain 3 - Instruction

Components 3C, 3D

Component 3C Engaging Students in Learning			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>Activities and assignments, materials and groupings of students are inappropriate for the instructional outcomes or students’ cultures or levels of understanding, resulting in little intellectual engagement. The lesson has no structure or is poorly paced.</p>	<p>Activities and assignments, materials, and groupings of students are partially appropriate for the instructional outcomes or students’ cultures or levels of understanding, resulting in moderate intellectual engagement. The lesson has a recognizable structure, but that structure is not fully maintained.</p>	<p>Activities and assignments, materials, and groupings of students are fully appropriate for the instructional outcomes and students’ culture and levels of understanding. All students are engaged in work of a high level of rigor. The lesson’s structure is coherent, with appropriate pace.</p>	<p>Activities and assignments, materials, and groupings of students are fully appropriate for the instructional outcomes and students’ culture and levels of understanding. Students are highly intellectually engaged and actively contribute to the lesson. The lesson is adapted as necessary to the needs of individuals, and the structure and pacing allow for student reflection and closure.</p>

Component 3D Using Assessment in Instruction			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>Assessment is not used in instruction, either through monitoring of progress by the teacher or students, or through feedback to students. Students are unaware of the assessment criteria used to evaluate their work.</p>	<p>Assessment is occasionally used in instruction, through some monitoring of progress of learning by the teacher and/or students. Feedback to students is uneven, and students are aware of only some of the assessment criteria used to evaluate their work.</p>	<p>Assessment is regularly used in instruction, through self-assessment by students, monitoring of progress of learning by the teacher and/or students, and high quality feedback to students. Students are fully aware of the assessment criteria used to evaluate their work.</p>	<p>Assessment is fully integrated in instruction, through self-assessment by students, monitoring of progress by both students and teachers, and high quality feedback to students from a variety of sources.</p>

Domain 3 - Instruction

Components 3E

**Component 3E
Demonstrating Flexibility and Responsiveness**

Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>The teacher adheres to the instruction plan, even when a change would improve the lesson or address students' lack of interest. The teacher brushes aside student questions; when students experience difficulty, the teacher fails to accept responsibility.</p>	<p>The teacher attempts to modify the lesson when needed and to respond to student questions, with moderate success. The teacher accepts responsibility for student success, but has only a limited repertoire of strategies to draw upon.</p>	<p>The teacher promotes the successful learning of all students, making adjustments as needed to instruction plans and accommodating student questions, needs and interests.</p>	<p>The teacher seizes an opportunity to enhance learning, building on a spontaneous event or student interests. The teacher ensures the success of all students, using a variety of resources to enhance instructional strategies.</p>

Evidence/Documentation:

Summary of Strengths and Areas Recommended for Growth:

Domain 4 – Professional Responsibilities

Components 4A, 4B

Component 4A Reflecting on Teaching			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
The teacher does not accurately assess the effectiveness of the lesson and has no ideas about how the lesson could be improved.	The teacher provides a partially accurate and objective description of the lesson but does not cite specific evidence. The teacher makes only general suggestions as to how the lesson might be improved.	The teacher provides an accurate and objective description of the lesson, citing specific evidence. The teacher makes some specific suggestions as to how the lesson might be improved.	The teacher’s reflections on the lesson are thoughtful and accurate , citing specific evidence of effectiveness. The teacher draws from various resources to suggest alternative strategies and predicts the likely success of each.

Component 4B Maintaining Accurate Records			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
The teacher’s systems for maintaining both instructional and non-instructional records are either nonexistent or in disarray , resulting in errors and confusion.	The teacher’s system for maintaining both instructional and non-instructional records are rudimentary and only partially effective .	The teacher’s systems for maintaining both instructional and non-instructional records are accurate, efficient and effective .	The teacher’s system for maintaining both instructional and non-instructional records are accurate, efficient and effective with students contributing to its maintenance .

Domain 4 – Professional Responsibilities

Components 4A, 4B

Component 4C Communicating with Families			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
The teacher’s communication with families about the instructional program or about individual students is sporadic or culturally inappropriate . The teacher makes no attempt to engage families in the instructional program.	The teacher adheres to school procedures for communicating with families and makes modest attempts to engage families in the instructional program. But communications are not always appropriate to the cultures of those families.	The teacher communicates frequently with families and successfully engages them in the instructional program. Information to families about individual students is conveyed in a culturally appropriate manner .	The teacher’s communication with families is frequent and sensitive to cultural traditions; students participate in the communication. The teacher successfully engages families in the instructional program, as appropriate.

Component 4D Growing and Developing Professionally While Participating in a Professional Community			
Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
The teacher does not participate in professional development activities and makes no effort to share knowledge with colleagues. The teacher is resistant to feedback from supervisors or colleagues. The teacher avoids participation in a professional community; relationships with colleagues are negative or self-serving.	The teacher participates in professional development activities that are convenient or are required, and makes limited contributions to the profession. The teacher accepts, with some reluctance, feedback from supervisors and colleagues. The teacher becomes involved in the professional community when specifically asked ; relationships with colleagues are cordial .	The teacher seeks out opportunities for professional development based on an individual assessment of need and actively shares expertise with others. The teacher welcomes feedback from supervisors and colleagues. The teacher participates actively in the professional community and maintains positive and productive relationships with colleagues.	The teacher actively pursues professional development opportunities and initiates activities to contribute to the profession. In addition, the teacher seeks feedback from the supervisors and colleagues. The teacher makes a substantial contribution to the professional community and assumes a leadership role among the faculty.

Domain 4 – Professional Responsibilities

Components 4E

**Component 4E
Showing Professionalism**

Current Component Rating:			
Unsatisfactory	Needs Improvement	Proficient	Excellent
<p>The teacher has little sense of ethics and professionalism and contributes to practices that are self-serving or harmful to students. The teacher fails to comply with school and district regulations and time lines.</p>	<p>The teacher is honest and well intentioned in serving students and contributing to decisions in the school, but the teacher’s attempts to serve students are limited. The teacher complies minimally with school and district regulations, doing just enough to get by.</p>	<p>The teacher displays a high level of ethics and professionalism in dealings with both students and colleagues and complies fully and voluntarily with school and district regulations.</p>	<p>The teacher displays the highest standards of ethical conduct. The teacher is proactive and assumes a leadership role in making sure that school practices and procedures ensure that all students, particularly those traditionally underserved, are honored in the school.</p>

Evidence/Documentation:

Summary of Strengths and Areas Recommended for Growth:

Final Summative Evaluation Score and Rating Report

 Teacher School School Year Evaluator

 Summative Evaluation Date Formal Observation Date(s) Included Informal Observation Date(s) Included
 in the Basis of the Evaluation in the Basis of the Evaluation

Following is the final rating for each domain, each component and also for the final summative evaluation. The calculation and determination of the ratings is found in Sections VII, VIII and IV of the Peru ESD 124 Teacher Evaluation Plan.

Professional Practice Ratings

Domain 1 – Planning and Preparation

Domain Rating

- 1A: Demonstrating Knowledge of Content, Pedagogy and Resources
- 1B: Demonstrating Knowledge of Students
- 1C: Setting Instructional Outcomes
- 1D: Designing Coherent Instruction
- 1E: Designing Student Assessments

--

Overall Domain Rating

Domain 2 – Classroom Environment

Domain Rating

- 2A: Creating an Environment of Respect and Rapport
- 2B: Establishing a Culture for Learning
- 2C: Managing Classroom Procedures
- 2D: Managing Student Behavior
- 2E: Organizing Physical Space

Overall Domain Rating

--

Domain 3 – Instruction

Domain Rating

3A: Communicating with Students

3B: Using Questioning and Discussion Techniques

3C: Engaging Students in Learning

3D: Using Assessment in Instruction

3E: Demonstrating Flexibility and Responsiveness

Overall Domain Rating

Domain 4 – Professional Responsibilities

Domain Rating

4A: Reflecting on Teaching

4B: Maintaining Accurate Records

4C: Communicating with Families

4D: Growing and Developing While Participating
in a Professional Community

4E: Showing Professionalism

Overall Domain Rating

Professional Practice Ratings

Overall Professional Practice Rating

Overall Professional Practice Weighted Score (70%)

Student Growth Ratings

Teacher Signature

Date

Evaluator Signature

Date

Type I (15%)

Type II or III (15%)

Overall Student Growth Weighted Score (30%)

FINAL SUMMATIVE SCORE AND RATING

Overall Professional Practice Weighted Score

Overall Student Growth Weighted Score

+ _____

Combined Summative Score

= _____

Overall Student Growth Rating

Final Summative Rating

Signature indicates that the teacher has read and understands the evaluation, and that a conversation was conducted between the teacher and the evaluator. The teacher has the right to attach written comments within ten (10) working days of receipt of this form for inclusion in his/her personnel file.

Individual Growth Plan (if necessary – tenured teachers only)

This plan must be developed between the teacher and the evaluator within thirty (30) days after the completion of a summative evaluation rating in which a tenured teacher is rated as Needs Improvement in any one or more domains, or on the overall final summative evaluation rating.

The plan should address any or all domains and/or components rated as Needs Improvement or Unsatisfactory. Based upon feedback and data from any administrator, mentor, teaching colleagues, and your own need for professional growth, reflect on the areas targeted for improvement under the appropriate domain(s) and component(s). Refer to Appendix A and Appendix I as needed. Additional pages may be supplied as needed.

Teacher

School

School Year

Date of Submission

Areas Targeted for Improvement	
Domain:	Component:
Domain:	Component:
Domain:	Component:
Strategies for Improving Areas Targeted	
Time Line	

Strategy:	Date of Completion:
Strategy:	Date of Completion:

Appendix I – Individual Growth Plan

Peru ESD 124 Teacher Evaluation Plan

Indicators of Progress
I know I am improving because:
Supports and Resources

The teacher has successfully developed the Individual Growth Plan:

Yes No

Evaluator

Date

Teacher

Date

Teacher Job Description

Approved 5-9-12

Qualifications – Hold a valid Illinois Teaching Certificate as well as any other requirements set by law, as well as exhibit the characteristics of a highly motivated instructor who incorporates best practices and research-based strategies into instruction to meet the needs of each student, and such other qualifications as may be established for a particular position.

Classification – Certified Staff

Work Days and Hours – Per the Collective Bargaining Agreement

Reports To – Building Principal and/or Superintendent

Evaluation – Evaluation will be according to the Teacher Evaluations Plan for Peru Elementary School District 124 and in accordance with the *Illinois School Code*.

Supervises – Students assigned to his/her specific class(es), students with which he/she is in contact during the school day, and students with which he/she is in contact during times established by building administration outside of regular school hours

Responsibilities – Under each of the following domains, the teacher shall:

Domain 1 – Planning and Preparation

1. Demonstrate knowledge of the content and current pedagogy in his/her assigned classes.
2. Demonstrate knowledge of student backgrounds, cultures, skills, and interests in his/her assigned classes.
3. Prepare class goals/objectives that represent authentic student learning and are aligned to the district curriculum and academic standards set by the state of Illinois.
4. Demonstrate an awareness of resources available for teaching and an understanding of how to gain access to them for his/her students.
5. Demonstrate coherent instruction with a clearly defined structure, which supports the stated goals and engages students in meaningful learning.
6. Align student assessment with instructional goals, appropriate to the needs of the student. Assessment results are used to plan future lessons.
7. Understand and use appropriate formative and summative assessments for determining students' needs and respond appropriately according to the data.
8. Develops lesson plans and instructional materials that are designed to provide individualized and small group instruction in order to best serve the needs of the students. Lesson plans clearly include identification of purpose, assessment and strategy.

Domain 2 – The Classroom Environment

1. Demonstrate classroom interactions that are warm and caring, and are respectful of the cultural and developmental differences between groups of students.

2. Establish a classroom environment that represents a culture for learning with a commitment to the subject and with high expectations for student achievement.
3. Establish classroom schedules/routines and procedures that function smoothly and maximize effective, purposeful instructional time.

Appendix J – Teacher Job Description

Peru ESD 124 Teacher Evaluation Plan

4. Establish clear standards of conduct and respond to student misbehavior appropriately and respectfully with an emphasis on the district standards; “be respectful, be responsible and be a role model”.
5. Establish a classroom that is safe with learning that is accessible to all students. Classroom furniture and equipment supports learning activities.

Domain 3 – Instruction

1. Communicate objectives, purpose and expectations clearly and accurately to students, both orally and in writing. Communication will be appropriate to students’ cultures and levels of development.
2. Uses multiple teaching strategies, including adjusted pacing and flexible grouping to engage students in active learning opportunities that promote the development of critical and creative thinking, problem solving and performance capabilities.
3. Varies his or her role in the instructional process as instructor, facilitator, coach or audience in relation to the content and purposes of instruction and the needs of students.
4. Uses technology to accomplish differentiated instructional objectives that enhance learning for each student.
5. Models and facilitates effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning.
6. Integrate reading, writing and oral communication within the content area and recognize and address student needs in these areas to build content area knowledge.
7. Assess regularly in instruction through self-assessment by students, monitoring of progress of learning by the teacher or students, and through high quality feedback to students. Students are fully aware of the assessment criteria and used to evaluate their work.
8. Ensure the successful learning of all students by making adjustments as needed to instruction plans and by responding to student interests and questions.

Domain 4 – Professional Responsibilities

1. Reflect on the lesson, citing characteristics that were not fully successful, and determine improvements.
2. Maintain accurate academic and behavioral records in an efficient and detailed manner. (Grades are to be updated weekly)
3. Communicate frequently with families and successfully engage them in the instructional program. Convey information to families about individual students in a culturally appropriate manner.
4. Participate in school and district events and projects, and maintain positive and productive relationships with colleagues.
5. Seek opportunities for professional development based on an individual assessment of need and district strategic plan goals.

6. Maintain professional competence through in-service, professional development opportunities and research of relevant educational articles and journals
7. Make a genuine effort to ensure that all students are well served by the school.
8. Appropriately administer standardized assessments with honesty and integrity.
9. Assist as appropriate in curriculum development, mapping and student data analysis.