



**CAMBRIDGE PUBLIC SCHOOLS**  
**SY 2016/17**

**Educator Evaluation Timeline: Teachers & Unit B Administrators**

<b>Action</b>	<b>Who</b>	<b>Timeline</b>	<b>Form</b>
Meet with teachers and administrators to explain evaluation process	<b>Evaluator</b>	<b>September 15</b>	
Complete and submit self-assessment and goal-setting forms, and identify and submit to evaluator assessment(s) that will be used for DDMs.	<b>Educator</b>	<b>October 15</b>	<b>Self-Assessment &amp; Goal-Setting forms</b> <i>(1 goal related to the improvement of practice; 1 goal for the improvement of student learning)</i>
Meet with first-year educators to assist in self-assessment and goal-setting. Meet with educators in teams, or individually, to establish Educator Plans. Review DDM assessment data submitted last Spring and provide feedback to educator.	<b>Evaluator</b>	<b>October 15</b>	<b>Self-Assessment and Goal Setting forms; Educator Plan forms.</b> (Note: a <i>second</i> Educator Plan form should be created by the evaluator in TeachPoint to document the DDM assessment selected by the teacher and approved by the evaluator.
Complete Educator Plan Form for each person being evaluated. Approve assessment(s) identified by educator for use as DDMs.	<b>Evaluator</b>	<b>November 1</b>	<b>Educator Plan form</b>
Complete the first observation of each person being evaluated	<b>Evaluator</b>	<b>November 15</b>	<b>Classroom Observation (Walk-Through) form</b>
Submit evidence of progress towards student learning and professional practice, and family outreach and engagement	<b>Educator</b>	<b>January 5</b>	<b>Educator Record of Evidence form</b> (with attachments).
Complete mid-cycle Formative Assessment for educators on <i>1-year plan and those on Developing Educator plans</i>	<b>Evaluator</b>	<b>January 15</b>	<b>Formative Evaluation form</b>
Hold Formative Assessment meetings (optional as requested by either the person being evaluated or the evaluator)	<b>Evaluator</b>	<b>February 15</b>	
Submit evidence of progress towards student learning and professional practice, and family outreach and engagement	<b>Educator</b>	<b>March 15</b>	<b>Educator Record of Evidence form</b> (with attachments).
Complete Summative Evaluations for <i>Developing Educators</i> and those on <i>1-year plan, or in 2<sup>nd</sup> year of their 2-year plan</i>	<b>Evaluator</b>	<b>April 1</b>	<b>Summative Evaluation form</b>
Complete Formative Assessments for those in the first year of their <i>2-year plans</i>	<b>Evaluator</b>	<b>April 1</b>	<b>Formative Evaluation Form</b>
Sign-off on Summative Evaluation ( <i>1-year plan</i> ) or Formative Evaluation ( <i>2-year plan</i> ), and add comments, if any	<b>Educator</b>	<b>April 15</b>	
Meet with individuals being evaluated whose overall Summative ratings are “Needs Improvement” or “Unsatisfactory”	<b>Evaluator</b>	<b>April 20 (or within 5 school days of receipt)</b>	
Meet with individuals whose overall ratings are “Proficient” or “Exemplary” (optional, as requested by person being evaluated or the evaluator)	<b>Evaluator</b>	<b>Prior to end of school year</b>	
Educator submits assessment data for DDMs based on approved assessments selected earlier.	<b>Educator</b>	<b>June 1</b>	<b>Educator Record of Evidence form</b>

**Note:** If a date on the timeline falls on a weekend, holiday or snow day, the next school day will be the effective date.

## CPS Quick Guide To Educator Plans and Observations

Developing Educator Plan	Self-Directed Growth Plan (1-Year or 2-Year)
<p><b>Applies To:</b> Non-professional status Teachers and Administrators in their first three (3) years in CPS</p> <p><b>Plan Length:</b> 1 year or less</p> <p><b>Plan Developed by:</b> Educator and evaluator</p> <p><b>Number of Observations Required:</b>  <b>1<sup>st</sup>-Year Teachers and New Administrators:</b>                      One announced observation of at least 30 minutes and four unannounced observations during the school year</p> <p><b>2<sup>nd</sup> and 3<sup>rd</sup> Year Non-PTS Teachers and Administrators:</b>                      At least three unannounced observations.</p> <p><i>(Refer to contract or Educator Evaluation Reference Manual for specific information and timeframes)</i></p> <p><i>TeachPoint Code Key:</i></p> <p>DEV1: 1<sup>st</sup> year non-professional status Teacher, or Administrator                      DEV2: 2<sup>nd</sup> year non-professional Teacher or Administrator                      DEV3: 3<sup>rd</sup> year no-professional status Teacher or Administrator                      DEVNL: Non-professional status teacher – Not licensed/certified                      DEVLH : Non-professional status teacher – Late Hire                      DEVO: OT/PT; Athletic Trainer in first 3 years</p>	<p><b>Applies To:</b> Professional status Teachers and Administrators after three years in the district who have an overall rating of “Proficient” or “Exemplary”</p> <p><b>Plan Length:</b> One year or two years</p> <p><b>Plan Developed by:</b> Educator being evaluated. Approved by evaluator.</p> <p><b>Number of Observations Required:</b>                      At least one unannounced observation during the evaluation cycle of one or two years.  <i>(Refer to contract or Educator Evaluation Reference Manual for specific information and timeframes)</i></p> <p>In subsequent years, once District Determined Measures for impact on student learning are implemented, educators will be assigned to a 1-year self-directed plan if their performance is rated “Proficient” or “Exemplary” and their impact on student learning is assessed as “Low”; or, on a 2-year self-directed plan if their performance is rated “Proficient” or “Exemplary” and their impact on student learning is assessed as “Moderate” or “High”.</p> <p><i>TeachPoint Code Key:</i>                      SDP1: 1year self directed plan                      SDP2: 2 year self directed plan</p>
Directed Growth Plan	Improvement Plan
<p><b>Applies To:</b> professional status Teachers, or Administrators with more than 3 years of service whose performance is rated as “Needs Improvement”.</p> <p><b>Plan Length:</b> 1 school year or less</p> <p><b>Developed By:</b> Educator and Evaluator</p> <p><b>Number of Observations Required:</b>                      At least two unannounced observations  <i>(Refer to contract or Educator Evaluation Reference Manual for specific information and timeframes)</i></p> <p><i>TeachPoint Code Key:</i>                      DP1: Directed Plan – 1<sup>st</sup> year                      DP2: Directed Plan – 2<sup>nd</sup> year</p>	<p><b>Applies To:</b> Professional status Teachers, and Administrators whose performance is rated “Unsatisfactory”.</p> <p><b>Plan Length:</b> At least 45 days and no more than 1 school year.</p> <p><b>Developed By:</b> Evaluator</p> <p><b>Number of Observations Required:</b>                      At least one announced and two unannounced observations.  <i>(Refer to contract or Educator Evaluation Reference Manual for specific information and timeframes)</i></p> <p><i>TeachPoint Code Key:</i>                      IP: Improvement Plan</p>

### IMPORTANT NOTES

- Unannounced walkthrough observations should be at least 10 minutes in length.
- Announced observations should be at least 30 minutes in length.
- Written feedback from classroom walkthrough and other observations should be provided to the educator by the evaluator within 3-5 school days.
- To be given an overall rating of “Proficient” or “Exemplary” an educator *must* have been rated “Exemplary” or “Proficient” in the first two standards: (Standard 1: Curriculum, Planning, and Assessment” and Standard 2: Teaching All Students).
- Administrators *must* rate educators in each Standard and provide an Overall rating on Formative and Summative Evaluations in order for the State to consider the evaluation conducted.
- The “Primary Supervisor” is the same as the “Supervising Evaluator” unless otherwise designated by the Executive Director for Human Resources.