



Sample District Educator Evaluation Work Plan

**This is one possible process and potential timeline being provided as a support tool. Districts have flexibility to create their own process and evaluation timeline that meet the law.*

- ☑ **April-May:** Engage your district's principals and teachers in the evaluation instruments, any changes to them and use of them for the next evaluation cycle. Start training sessions if possible, so they have time to become familiar with the instruments and system before they use them next year.
- ☑ **Before June:** Meet with your 1338 Council, School Board and/or other committees (such as your District Accountability Committee) to determine if there are any necessary changes to the district's evaluation system or processes.
- ☑ **Before June:** Determine how you will train users.
- ☑ **Before June:** Work with 1338 Council, School Board and other committees to develop evaluation system guidance and decisions such as:
 - Review the CDE Assurances & Checklist (www.cde.state.co.us/EducatorEffectiveness/SB-Assurances).
 - Determine your measures of student learning/outcomes based on the Measures of Student Learning Guidance (www.cde.state.co.us/EducatorEffectiveness/StudentGrowthGuide) and investigate the assessment measures available for content and grade levels in the CDE Resource Bank (www.coloradoplc.org/assessment). Consider collaborating with other districts in your region/BOCES to share ideas and measures.
 - Consider what data management system you might use to organize and manage the evaluation process for your district. The Colorado State Model Performance Management System (www.cde.state.co.us/educatoreffectiveness/copms) is an optional tool that is free of cost that supports districts in the implementation, data collection and effective use of the Colorado State Model Evaluation System.
 - Begin regularly communicating with your principals and teachers regarding evaluation. To support districts in this effort, CDE has created a communications toolkit (www.cde.state.co.us/educatoreffectiveness/superintendent-principaltools).
- ☑ **July:** Submit your Assurance document to CDE stating whether you are using the Colorado State Model Evaluation System or your own. For more information, visit the Educator Effectiveness website (www.cde.state.co.us/EducatorEffectiveness/SB-Assurances).
- ☑ **July or August:** Clearly communicate to all teachers (including SPED, librarians, early childhood teachers), principals, and specialized service professionals the tools, processes and measures that will be used in their evaluations as well as the intent to provide more meaningful feedback and have educators achieve even more



success with students. For the 2014-15 school year, communicate to all educators about how much weight the measures of student learning/outcomes standard will count in the educator's final evaluation rating (or how that decision will be determined at the end of the school year.) *Note: Senate Bill 14-165 allows districts to weight the measures of student learning/outcomes rating anywhere between 0-50 percent for the 2014-15 school year only.*

- ☑ **August:** Clearly communicate to parents about the level of support that will be provided to their child's teacher through the evaluation process and what tests will be used to evaluate the teacher's performance.
- ☑ **August/September:** Provide training to all evaluators and teachers on the tools and processes for evaluation.
- ☑ **August/September:** Finalize, with teacher and principal input, the measures of student learning you will use for educators during the evaluation cycle. Communicate these decisions clearly with all educators.
- ☑ **September/October:** Principals, assistant principals, teachers (including SPED, librarians, early childhood), and specialized service professionals conduct self-assessments and build goals and performance plans based on those and their evaluator's ideas. Begin gathering evidence (such as observations, artifacts and discussions) toward the mid-year review.
- ☑ **October- April:** Continue to observe educators and gather evidence about their performance, provide ongoing feedback for improvement in a timely way after each observation.
- ☑ **January:** *If using the Colorado State Model Evaluation System:* Principals, assistant principals, teachers (including SPED, librarians, early childhood), and specialized service professionals receive a mid-year review. Use the feedback from the mid-year review to inform changes/improvements to instructional practice, etc. Continue gathering evidence such as observations, artifacts and discussions toward the end-of-year review and final rating.
- ☑ **May:** *If using the Colorado State Model Evaluation System:* Principals, assistant principals, teachers (including SPED, librarians, early childhood), and specialized service professionals have a meeting with their evaluator to receive a written evaluation based on the full year of evidence collected (using tools such as the rubric and student growth assessments- state assessment data results will be missing). Provide written report and preliminary ratings (or final rating if all data is available) for all educators two weeks prior to the last day of school.
- ☑ **September:** Finalize ratings, using data from state assessments if applicable, for the previous school year. Provide final ratings to educators. *Note: for the 2015-16 school year you will need to have an appeal process in place for teachers to be able to appeal their second consecutive partially effective or ineffective rating.*
- ☑ **December:** Using the December HR collection, district offices report the ratings for each educator by final rating and also ratings for by each Quality Standard to CDE.