

# Teacher Evaluations

All paperwork for teacher evaluations can be found here:

[https://www.cicd99.edu/uploaded/Teacher\\_Evaluation\\_Overview1182019.pdf](https://www.cicd99.edu/uploaded/Teacher_Evaluation_Overview1182019.pdf). It is view only; if you'd like your own copy, make a copy and keep it in your drive.

Open "Teacher Evaluation Overview Document". **YOU ARE RESPONSIBLE FOR KNOWING WHAT IS IN THIS DOCUMENT.** Cicero Council recommends you read the entire document if you haven't yet.

You will have 2 formal observations (unless you waive the second due to a 70 or above on your 1st). If you waive the 2nd observation you will have 1 informal observation. **THIS IS REQUIRED BY LAW; a minimum of 2 observations.** Each observation (either formal or informal) will result in a written copy. If you do not get a written copy after an informal observation, it CANNOT be used on your evaluation. The Summative is the final written copy which is a combination of all observations.

Pages 2 & 3 cover the rules regarding evaluations, timelines, and types of evaluations that are required.

Page 4 Evaluation Documentation Tools: Component summary (rubric) has important information regarding ratings in the rubric and the different forms you might use during meetings with your evaluator are listed. Some are optional, some required. All forms (pages 33-39) will be found in PERFORM (formerly TalentEd), the online evaluation system.

Page 5-7 have information on how your Summative (final score/rating reported to the state and used in dismissals per SB7) is calculated. This includes student growth. **IT IS IMPORTANT TO KNOW WHAT YOUR (LAST YEAR) BUILDING'S GROWTH IS FROM LAST YEAR** as this is part of your Summative score. You will be told a color (red, yellow, green and blue) for both reading and math. You must know these colors in order to figure out what your final score will be.

## For the Summative (final):

Your component (rubric sections) score is the **AVERAGE** of both observation scores. If the result is a .5, it is rounded up. The total score of all components will be added to the score received based on your attendance (up to March 1st) and any informal observations completed **and documented**. The way that this works is on page 6. That final number ("Professional Practice Rating") is assigned a number which is shown in the chart on page 5.

For example, my professional practice (rubric) score, informal observations and attendance gives me a "final professional practice rating" of 72. A 72 would be a 3.13 (chart on pg. 5). My Professional practice rating is worth 70% of my Summative, so I would multiple 3.13 by .7 = 2.191.

Page 7 shows the formula used to calculate the final rating. #4 on page 7 gives the number for the portion of your rating that comes from student growth. This is **based on the color (ECRA) your building earned through test scores last year**. Blue is worth 4 points, Green 3 points, Yellow 2 points, and Red is worth 1 point. Student growth is worth 30% of your final Summative rating.

If my building had yellow growth in both reading and math, I would add a 2 for Reading and a 2 for Math (each get a growth score) and then divide by 2 to get the average. Multiply the average by .3:

$2+2 = 4/2 = 2 \times .3 = 0.6$  (this is shown in #5 on page 7).

Add the professional practice rating of 2.19 to the student growth rating of 0.6 for a score of 2.79. Using the scale below the formula box find this score and it will tell you your Final Summative Rating (in this case, Proficient).

Page 9 refers to SB7 which is the law that governs how teachers can be honorably dismissed in case of severe financial concerns. This explains the process that D99 will use to classify teachers for dismissal.


The rubric that you will be observed with starts on page 12 and continues to page 25. Look through the rubric for what is required for the rating you want. It will tell you what to document/do in order to get the rating. Pages 27 - 30 are the paper form that Evaluators used (now electronic on PERFORM), complete and give to you during post conferences. Keep/print your copy of these. The averages of both of your observations will be for your Summative. The average of EACH LINE is what is supposed to be on your Summative.

If you do not agree with the observation comments/notes, you can write a rebuttal within 20 school days. The rebuttal should identify the items you disagree with and include your reasons/artifacts to support your claim. **However, it is wiser to advocate for yourself BEFORE it gets to this point.**

Tools to help you advocate for yourself are on the following pages in the overview: 33 - 39. You are NOT required to complete these pages, but you **must be prepared to answer** them as your evaluator will ask you these questions during your pre & post observation meetings. For anything that you answer, try to find/have an artifact to support it (especially items that your evaluator won't witness/see during the observation). If you have a portfolio (online or hard copy – ask your administrator what the format needs to be for them) share it with your evaluator ***even if she/he doesn't ask to see it***. If you simply answer with short answers and have no artifacts or evidence, you are more likely to receive a lower score. The pre and post observation conferences are your time to shine and brag/share everything you do!!

It is better to be proactive than reactive; you are more likely to get the score you feel you deserve. It is very unlikely that the administrator will change the score you receive after the post conference. It's better to have too many artifacts/evidence than too little. Read the document covered here, go through other documents available on the website, know your rights, what your responsibilities are, and be prepared.

When you receive your observation/Summative paperwork you can write a rebuttal. You need to specifically identify the component, what score you received, what score you feel you deserve and give proof, artifacts, or reasons why you deserve that score. The rebuttal will be uploaded (you must identify that it is a rebuttal) into TalentEd/PERFORM.

 In your post observation conference, you will be asked to sign that you received a copy of it and discussed it. ***You are not signing that you agree with it.*** However, if you sign it and the timelines were not followed it may impact your ability to get another observation. If timelines are not met, please contact Sharon Stone [cicerocouncilexecvp@gmail.com](mailto:cicerocouncilexecvp@gmail.com) ***immediately***. If you are pressured to sign, you can write below your signature that the timeline wasn't followed but you are signing you received a copy and discussed. GET A COPY OF THE PAPER YOU SIGN ALONG WITH ANY NOTES MADE.