

Educator Effectiveness Cycle Overview

OVERVIEW OF TERMINOLOGY USED IN DOCUMENT		
Acronym	Meaning	Definition
SLO	Student Learning Objective	SLOs are rigorous, achievable goals developed collaboratively by teachers and their peers or evaluators (Supporting or Summary Year, respectively) based on identified student learning needs across a specified period of time (typically an academic year). Educators will develop one SLO annually, for a minimum of one to three SLO's available as evidence towards their final, holistic SLO score in their Summary Year, depending on how many years are in their Effectiveness Cycle.
PPG	Professional Practice Goal	A PPG is a goal focused on an educator's practice. Educators will develop one practice related goal annually. This goal is not scored, but serves to align an educator's SLO to his or her professional practice.
MLPOasys	Mylearningplan (MLP) Oasys	MLPOasys is the organization software used for the documenting the work done during the Educator Effectiveness Cycle.

OVERVIEW OF TEACHER EVALUATION PROCESS IN AN EDUCATOR'S SUPPORTING YEAR		
Time Period	Educator Responsibility	Evaluator Responsibility
Prior to evaluation	View/Review EE Professional Learning on Demand - a collection of self-guided modules describing each step of the process	
September/October	Complete the Self-Review to reflect on areas to grow for PPG goal setting.	
September/October	Meet with a peer to discuss the data you will collect and the process you will use for the SLO. Develop the SLO around student needs you identify and a PPG around the professional learning you will do to achieve the SLO.	
September/October	Complete Beginning of the Year SLO and PPG in MLPOasys.	
January	Complete Mid-Interval Review of SLO and PPG in MLPOasys. Meet with a peer to discuss progress for both areas.	
May/June	Meet with peers to discuss progress on SLO and PPG and to inform SLO scoring.	
May/June	Upload final data as evidence for SLO, self score SLO, and update your progress on SLO and PPG using End-of Year forms in MLPOasys.	

OVERVIEW OF TEACHER EVALUATION PROCESS IN AN EDUCATOR'S SUMMARY YEAR

Time Period	Educator Responsibility	Evaluator Responsibility
Prior to evaluation	View/Review EE Professional Learning on Demand - a collection of self-guided modules describing each step of the process	View/Review EE Professional Learning on Demand - a collection of self-guided modules describing each step of the process
September (prior to starting evaluations)	Attend orientation meeting before beginning Summary Year.	Schedule and facilitate the orientation meeting for educators in a SUMMARY year. (see pg.4 of Teacher Evaluation Process Manual for discussion points)
No later than the 2nd week of October	Complete the Self-Review prior to evaluation planning session and share with your evaluator	Review the Self-Review of evaluatee
No later than the 2nd week of October	Develop the SLO (scored) and PPG (not scored) and share with your evaluator	Review the SLO and PPG of evaluatee
Prior to formal observation	Complete pre-observation planning form. Meet with evaluator to discuss	Schedule pre-observation conference to review points on the planning form.
	<ol style="list-style-type: none"> 1. Complete the pre-observation documentation in MLPOasys in preparation for the announced observation. 2. Complete the post-observation documentation in Teachscape after the announced observation. 3. Gather artifacts that document teacher practice evidence. 	<ol style="list-style-type: none"> 1. Complete a minimum of one announced observation of 45 minutes or two announced, 20 minute observations. 2. Complete a minimum of one pre-observation conference and one post-observation conference with the educator. 3. Document observation evidence and share.
		Complete 3-5 informal mini-observations and document evidence within MLPOasys. Provide feedback to evaluatee.
		Monitor the teachers' data collection throughout the year
December for full year evaluations and Mid-Semester for semester long	Prepare for the Mid-Interval Review by completing Mid-Interval SLO and Mid-Interval PPG questions in MLPOasys	
January for full year evaluations and Mid-Semester for semester long	Meet with an evaluator for the Mid-Interval Review of SLO and PPG	Discuss SLO and PPG progress with evaluatee. Recommend revisions as needed.
		Assign scores to the 22 components in four teaching domains. Score SLO using current and past SLOs.
April/May/June for full year evaluations. End of semester for semester long evaluations.	Prepare for final End-of- Cycle Summary Conference: 1. Submit final data as evidence for SLO and self score SLO, 2.Update progress on PPG using End-of Year forms.	Schedule final End-of- Cycle Summary Conference
	Use the End-of- Cycle Summary results to inform performance and professional development for the following year.	Complete End-of- Cycle Summary form and meet with evaluatee to review. Gather signature from evaluatee after review.