

Preparing for the Summative Evaluation

The method of evaluation used to determine your summative evaluation is based upon the Preponderance of Evidence.

The following is from the Staff Portal – *Staff Resources/Evaluation Resource Page*:

Annual Summary Rating

Beginning with the 2013-2014 school year, all teachers will receive an annual summary rating. As in prior years, primary evaluators review all available data, including the evidence from evaluations and teacher comments, lesson plan reviews, participation in faculty, department, and grade level meetings, communication with parents, professional interactions with other staff members, and attendance.

The primary evaluator will rate each domain of teacher practice as Highly Effective, Effective, Partially Effective, or Ineffective. The primary evaluator will consider evidence from multiple sources, including observations, when determining the rating for the domain. A teacher practice rating will be calculated based on these ratings. In addition, student achievement data will be reviewed and rated. Together, these measures determine the annual summary rating, which will appear as a numerical rating on the Annual Summary Rating form. That rating is correlated with a level of performance as per the state scale. The domains have been weighted as follows: Planning and Preparation - 15%; Classroom Environment: 35%; Instruction: 35%; Professional Responsibilities: 15%. Together these make up the Teacher Practice Rating. Teachers also receive an SGO (Student Growth Objective) rating, and if teaching math and language arts at grades 4 - 8, an SGP (Student Growth Percentile) rating. In the 2014-2015 school year, most teachers' annual summative rating is determined by weighting Teacher Practice at 80% and SGO attainment at 20%. Teachers with an SGP have an annual summative rating based on weighting Teacher Practice at 70%, SGO attainment at 20% and SGP score at 10%

The following is a guideline for you to use in order to prepare for your summative evaluation conference.

1. Determine your strengths and weaknesses
 - Use the **“Getting Organized Sheet”** (on website and also in the “Educators in the Lead” packet).
 - Fill out all three sections of the sheet. This document is for your use and IS NOT meant to be turned in to an administrator. Be sure to have evidence to back up the second and third sections of this sheet.
2. Domain 4 – Brag sheet
 - A Brag sheet will be given to all staff for Domain 4 only. Staff should look through the suggestions in Domain 4 of the binder and document everything you do in the Brag Sheet. (4= leadership in some area while a 3= your involvement)
3. Domain 1 – you show evidence
 - Show evidence of your planning, knowledge of curriculum, etc. Again, go through your binder and look at the examples for Domain 1. Make an outline of ideas you can share when you have your summary conference.
4. Domain 2 and 3 – from the observations
 - This comes directly from the observations. It is NOT a mathematical average. Showing growth for any of the indicators could lead to a higher score. Use **“Summary Growth Worksheet”** (on website) to prepare for this. This SHOULD NOT be shared with the administrator but rather is a preparation tool for you.
 - Look at the **“Summary Growth Worksheet”** to determine areas of growth and be prepared to point these areas out in the summative conference.
5. Look at your responses (rebuttals) from prior observations.
 - State your argument again for specific scores
 - Show how you have taken observers suggestions in order to improve your instruction
6. During the Summary Conference suggest areas to the evaluator for your PDP. You should provide input as to your professional development for the following school year.