

Message to members :



November 12, 2015

Professional Growth Systems

It is evaluation season, so I'm sending out this message to provide some clarification. Additional detailed information regarding the evaluation system can also be found on the district website under **Professional Growth Systems**. I encourage you to visit this page to learn more about our system and [view a tutorial](#) about uploading evidence to the system.

Our current system is very different than the previous system and requires a change in thinking about evaluations. The purpose of our current system is a total appraisal of current performance with an emphasis on continuing improvement of practice. Evidence may be collected in a variety of ways both in the classroom and in professional meetings and situations.

It is the job of the evaluator to collect evidence of practice in each of the components through formal and informal observations. Those being evaluated are encouraged to share pieces of evidence, particularly in areas where the evidence may be lacking. **It is not the job of those being evaluated to provide all pieces of evidence to be used in all components of the evaluation.** It is the job of the evaluator to collect the majority of the data.

Informal evaluations - These can be announced or unannounced observations both in the classroom and in professional meetings. If an evaluator intends to use information gathered during an informal observation, it must be entered into the info system within 7 days. This will show up on your portal when you login to the intranet. I encourage all to review information entered into the system. A follow-up conversation can be scheduled, but is not always necessary. Everyone is required to have at least two informal evaluations per year, but can have more.

Formal evaluations - Prior to your formal evaluation, a planning conference is held. On the intranet you will find a planning conference form. This needs to be completed and turned in to your evaluator one day prior to the planning conference. A date and time for the evaluation will need to be decided before the planning conference in order to complete the form. After the observation, the reflective conference form needs to be completed and submitted to the evaluator within 3 days of the observation. Within twelve days from the date of the formal observation the evaluator and staff member shall meet again

Message to members :



for the reflective conference. The certified staff member will bring any relevant evidence to the reflective conference. The purpose of this conference shall be to reflect on and discuss the lesson which was observed. If enough evidence has been collected at this time, domain and component ratings may be discussed. Final professional practice ratings are discussed at the summative conference which may be had at the same time as the reflective conference or at a later date after sufficient evidence has been collected to arrive at a summative rating.

What is an IPDP?

An IPDP is an individual professional development plan. This is created when, after the reflective conference, the overall formal observation is rated as a Needs to Improve/Basic. The evaluation remains open, giving the certified staff member a chance to make improvements in his/her professional practice. Evidence is collected on those components that were rated as Needs to Improve/basic during the 45 day plan. Many are able to successfully complete the plan with an overall summative rating of Proficient. If the plan is not successful, the evaluation is closed with a summative rating of Needs to Improve/Basic.

**As always, if you have any more questions, please email me at -
crystaw@mac.com. Have a fabulous day!**