



Metropolitan School District of  
**WASHINGTON TOWNSHIP**  
"Superior Schools in a Supportive Community"

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**MSDWT Evaluator Brief**  
**October 24, 2014**

**Reminder of Assessment Guidance – Available on the Teacher Evaluation Website**

Good research and dialogue took place last year with the assistance of Humanities and Science Department Chairs under the leadership of Matt Kaiser, Principal of Northview Middle School. Their work yielded some very helpful resources for evaluators and teachers to reference when constructing meaningful and well thought out student assessments.

If you visit the MSDWT [Teacher Evaluation Page](#), and scroll to the bottom, you will be able to find those resources under the section titled [Test Construction Guidance and Assessment Approval Documents](#).

**Additional Resources for Teacher Evaluation Observation Language – New York State**

The New York State Department of Education has a comprehensive section of its website dedicated to teacher evaluation. You can reference several teacher evaluation rubrics, and you may find some of the items helpful when searching for the most appropriate language to use in certain situations.

We certainly want to use our own rubric and our own language as much as possible. But, when you need some additional wording or you need to jump start your thoughts for a post observation, you may find the information helpful. You can view it [here](#).

**Walk-Through or Informal Observation**

When the pressures of our positions mount as the school year continues, remember - when leaving your office to visit a classroom, you may wish to grab that laptop. If you are in a classroom for 7 minutes, why not stay 10 more and script an informal observation?

**Make Observation Time Sacred**

A helpful tip from one of my mentors was to keep my classroom time sacred. Of course, there are always emergencies. And emergencies will always take center stage. But, sometimes it's OK to be unavailable for the phone call because you are in classrooms. Sometimes it's OK for the administrative assistant to explain to the parent that you are in classrooms, possibly with their child, and monitoring the instruction in the school. Instructional leadership is a pretty good reason to be unavailable, if you ask me.

You can use the Outlook calendar, or calendars in SFS, Evernote, or a variety of other electronic platforms, to track your observation progress and stay on track. The teachers, though they don't always agree with your feedback, value your time in the classrooms.

Thanks for all you do and for making such great progress on observations over the past two weeks!