



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

Nikki C. Woodson, Ph.D., *Superintendent*

MSDWT Evaluator Brief
May 8, 2015

Level 1 Evaluator Certification Training Pilot Participation

Attached is IMPORTANT information about our pilot participation in the Level 1 Evaluator Certification being developed by IN-TASS. MSDWT has been asked to be part of the pilot training for this potential statewide Evaluator Certification. This opportunity addresses a need and desire expressed by **many MSDWT evaluators** to standardize training. IN-TASS is developing these online training levels and our district plans to participate in the training. This is an opportunity to **provide valuable feedback** to the training developers. And, it will provide you with valuable tools as an evaluator.

I **strongly encourage** you to complete the pilot. It will take approximately 4-5 hours to complete all of Level 1. Completion **does not have to be done in one sitting**. It can be started and stopped as much as you like. IN-TASS would like for the pilot to be completed by **June 7**. Instructions regarding how to create the login and complete the sessions are contained in the attachment.

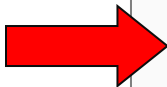
When you show us documentation of completion of the Level 1 Pilot, we will approve **5 hours of Professional Growth Points (PGP's)**.

Summative Evaluation Process

Attached, you will find, for the second week, the checklist for completing Summative Evaluations. We have provided a link to this for your convenience on the [Teacher Evaluation Website](#) as well. Please let Dr. Milleman know if you have questions.

[Guidebook, Guidelines & 2014-2015 Important Information](#)

- [MSDWT Teacher Evaluation Guidebook](#)
- [Teacher Evaluation Administrative Guidelines](#)
- [Teacher Evaluation Guidance: Use of Artifacts](#)
- [2014-2015 Teacher Evaluation Updates Review Presentation \(PDF\)](#)
- [2014-2015 Teacher Evaluation Updates Review Presentation \(Powerpoint\)](#)
- [2014-2015 Beginning of the Year Evaluation Presentation \(PDF\)](#)
- [2014-2015 Beginning of the Year Evaluation Presentation \(Powerpoint\)](#)
- [MSDWT Summative Evaluation Checklist](#)



Summative Evaluation Conference Deadline Extended

As a reminder, the deadline for completion of Summative Evaluation Conferences has been extended to **May 22**. Please let Dr. Milleman or Mr. Oestreich know if you have questions.

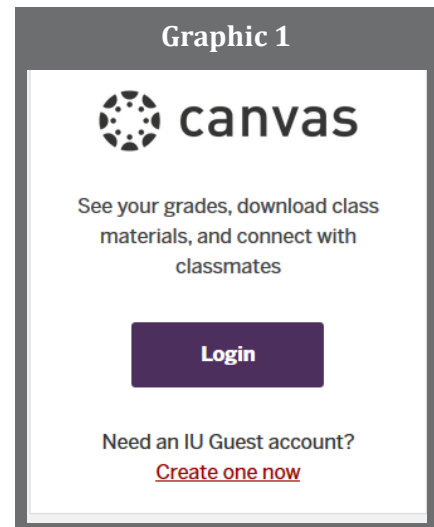
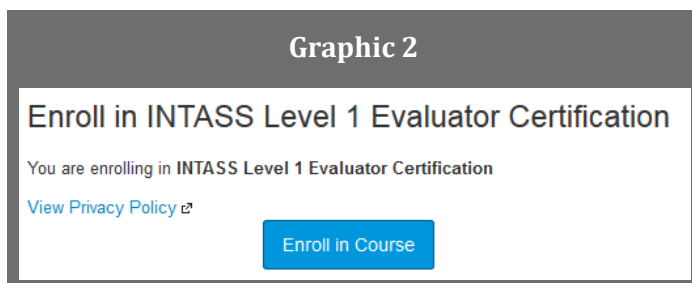
INTASS Evaluator Training Pilot

Welcome to the INTASS Level 1 Evaluator Certification pilot! To register for the pilot, please complete the steps below.

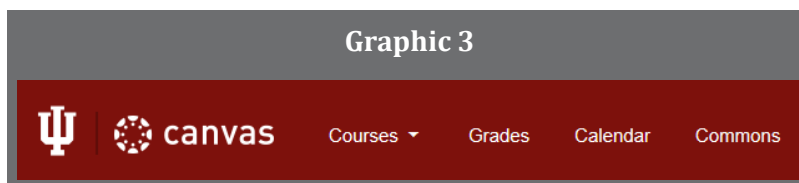
Step One: Click on this link to be taken to the evaluator training website, which is hosted on IU's Canvas platform: <https://iu.instructure.com/enroll/FDBGD8>.

Step Two: Login to Canvas with your IU Network ID or Guest Account. If you don't have a Guest Account, click on the "Create one now" link (see Graphic 1). You'll be asked to provide some information (email, name, etc.), and you'll need to activate the Guest Account. Then, you'll be able to login to the Canvas site using the link in Step One.

Step Three: Click on the "Enroll in Course" button (see Graphic 2).



Step Four: You'll be taken to the Canvas home page for INTASS Level 1 Evaluator Certification. The home page provides instructions for getting started with the training. From now on, you can simply visit <https://canvas.iu.edu>, login, and the evaluator training course will be listed in the Courses dropdown menu on your Canvas User Dashboard (see Graphic 3).



The pilot should take 4-5 hours to complete. You may stop and return as many times as necessary. Please complete all pilot activities by June 7, 2014. For help with technical difficulties, please contact the UITS Support Center: <https://kb.iu.edu/d/apgt>. For any other question or concern, please email Sandi Cole, Center Director, at cmcole@indiana.edu.

MSDWT Summative Evaluation Checklist 2014-2015

- _____ 1. Complete all necessary Formal and Informal Observations – document all Observations in SFS. Make sure Observations have been marked complete and have been made available for teacher review and comments.

- _____ 2. Complete Finalization Worksheet in SFS.

You will see a score for the Domain Level when you select the [Click Here to Calculate ERR](#) link.

Finalization Worksheet - 2014/2015	
Employee Effectiveness Rubric:	0.00
Click Here to Calculate EER	
Primary Student Measure:	<input type="text" value="0.0"/>
Secondary Student Measure:	<input type="text" value="0.0"/>

You will see a score indicating the teacher’s current score for that Domain. You can then click final rating number buttons for each Performance Indicator and see the [Average of Standards](#) number change.

You can then override the score applying your professional judgment in the white box.

1: Purposeful Planning SCORE	<input type="text" value="3.1"/>	- Average of Standards 2.75
s for a Student Program of Instruction in Accordance with Adopted Curriculum		
RD SCORE	<input type="radio"/> 4	<input checked="" type="radio"/> 3
	<input type="radio"/> 2	<input type="radio"/> 1

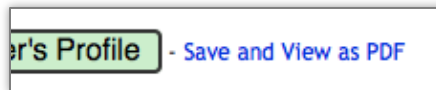
- _____ 3. Click [Commit EER Scores to the Database and Return to the Finalization Worksheet](#) to take you back to the worksheet and see the impact of your scores on the teacher’s overall score.

Commit EER Scores to the Database and Return to the Finalization Worksheet
--

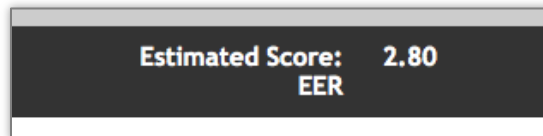
While you are working on the Summative in the Finalization Worksheet, continue to keep the button – [Finalization is still in progress](#) selected.

<input checked="" type="radio"/> Finalization is still in progress
<input type="radio"/> Denote Biology Module_1 as "Finalized" for the year.
<input type="radio"/> Biology Module_1 cannot be "Finalized" this year due to:

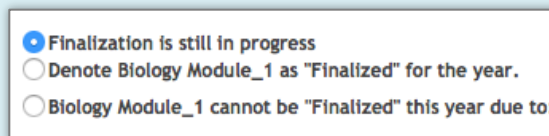
- _____ 4. Review any Primary or Secondary Measure that is available and enter the appropriate number in the Finalization Worksheet. If no measures are available, proceed with the Summative Evaluation Conference with the Rubric Scores only.
- _____ 5. Determine what information you wish to share with the teacher prior to the Summative Evaluation Conference. **IMPORTANT: When you select any of the options allowing for some or all of the information to be shared with the teacher – the teacher will be alerted to any changes made during your work on the Finalization Worksheet process.**
- _____ 6. Add any final comments in the **Final Comments** box. You may access all previous observations of the teacher from the Finalization Worksheet page if you wish to draw from previous comments and suggestions.
- _____ 7. Prepare the Summative to review with the teacher by printing the .pdf of the Finalization Worksheet.



- _____ 8. Conduct the Summative Conference with the teacher per Administrative Guidelines.
- _____ 9. During the Summative Conference, you will be able to share the estimated final rating score with the teacher by referring to the Estimated Score found on the right hand side of the Finalization Worksheet.



_____ **10 A. IF YOU ARE STILL WAITING ON PRIMARY OR SECONDARY MEASURES:** Obtain a signature from the teacher on the "In Progress" Summative Evaluation and make sure **Finalization is still in progress** is selected.



- _____ Save the signed "In Progress" or "Finalized" Summative Evaluations in a secure location.
- _____ Communicate with the teacher the anticipated time of completion of the Summative Evaluation, if applicable.
- _____ If applicable: Re-open the Summative Evaluation and complete the Primary and Secondary Measures sections when possible.

_____ Print the completed Summative Evaluation.

_____ If necessary, meet with the teacher to explain any major differences in the completed Summative Evaluation when compared to the "In-Progress" Summative Evaluation.

_____ In a confidential manner, **obtain the teacher's signature on the completed Summative Evaluation.**

_____ Attach the signed "In Progress" Summative Evaluation to the completed Summative Evaluation.

_____ **10 B. IF ALL SCORES ARE COMPLETE:** Select **Denote [Teacher]** as **"Finalized" for the year.**

IMPORTANT: If you select "Finalized" you will be locked out of any additional changes or modifications to the teacher's final summative ratings and scores.

_____ 11. Retain copies for your records.

_____ 12. Send original signed evaluations to the Human Resources Office.

PRIOR TO LEAVING ON SUMMER VACATION:

_____ 13. Send any requested documents to HR. Mr. Oestreich will communicate any needs from HR regarding reports of teachers' summative ratings.

NOTES:

Summative Evaluations may be submitted in SFS during the weeks of summer vacation. However, be aware, you may wish to NOT SHARE data as the option in the SFS Finalization Worksheet as the teacher will be alerted and communication may be difficult. The completed Summative Evaluation will be visible to the teacher at that time. Please plan accordingly regarding communication plans and processes.