



## **MSDWT Evaluator Brief** **September 25, 2017**

### **Summary of Oversight Committee Meeting**

The 2017-2018 Teacher Evaluation Oversight Committee met on September 20.

Attached is summary of the meeting.

Note: We reviewed the 2017 016Teacher Evaluation Survey data. Oversight Committee members were encouraged to discuss the results with principals and evaluators at the building.

### **Artifact Review – Teacher Notification**

An ongoing request from teachers has been for evaluators to communicate when artifacts are reviewed.

Dr. Milleman contacted SFS to see if an evaluator may be able to comment on an artifact without scoring it, and notify the teacher. The answer is yes.

While it is not required to score artifacts, it is important to open them. Evaluators can:

1. Open the artifact
2. Comment in the Notes section w/ something like "Reviewed on mm/dd/yyyy," and then convert the artifact so that the teacher will be notified.

If a teacher uploads multiple artifacts, the evaluator could choose to comment on one of them and note that the rest were opened and viewed. This could be accomplished by commenting with something like "Reviewed all artifacts submitted on mm/dd/yyyy."

This additional small piece of communication will go a long way with teacher/evaluator relationships and shared understanding of the process.

### **2016-2017 IGM Scores Available from IDOE**

The IGM scores for ISTEP teachers (grades 3-10 – E/LA and Math) are now available. Dr. Milleman will be sending the scores to principals, assistant principals, and department chairs. These scores will allow the 16-17 Summative Evaluations to be Finalized.



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

## INTASS Research

INTASS has conducted new research regarding the effect of the current state of Teacher Evaluation in Indiana. This important and interesting information is included with this brief as an attachment.

## Reminders

- Process feedback to teachers in a timely manner (see Administrative Guidelines on the [Teacher Evaluation Website](#));
- Remind teachers of the use of Artifacts by directing them to the [document](#) that is found on the Teacher Evaluation Website;
- Refer to the 6 Steps for Effective Feedback when preparing for Post Observation Conferences;
- When visiting classrooms and *not* conducting observations, it is a good idea to communicate with the teacher in some way that an informal observation through SFS is not coming. There is a tool on SFS in the Walk-Through section that allows the evaluator to click a box that says "just stopping in." This little piece of communication is very helpful to the teacher. Some evaluators choose to use post-it notes on the door, email follow up, or other quick means of this communication.