**DID I . . . ?**

**Checklist for Improvement Plans**

* Start the Improvement Plan for the educator by logging onto EDFS.
* Meet with educator within 10 days of assigning the plan.
	+ Prior to the meeting:
		- Direct the educator to complete the self-assessment.
		- If the educator does not complete the self-assessment by the meeting date, send a letter or email directing them to do so within 24 hours.
		- If the educator still does not complete the self-assessment, this is evidence of lacking proficiency in Standard IV – Professional Culture.
	+ During the meeting:
		- Provide the educator with goals and an action plan.
		- Provide the educator with the dates for the formative assessment, summative evaluation and have them sign off on the plan on EDFS.
		- Direct the educator to submit evidence towards Standards I, III, and IV by formative assessment and summative evaluation dates.
* Conduct at least two unannounced observations of at least 10-15 minutes.
	+ Log feedback in EDFS within 5 days
* Gather at least 1 artifact each for standards I, III, and IV.
	+ These can include lesson plans, gradebooks, team meeting notes, and evidence of family outreach.
* Use EDFS to complete the formative assessment on the scheduled date.
	+ See The Evaluator’s Guide to Formative Assessment for guidance
* Conduct an announced observation of at least 30 minutes.
	+ Meet with the educator for a post conference
	+ Log feedback in EDFS
* Gather at least 1 additional artifact each for Standards I, III, and IV.
* If improvement is not evident and the plan is likely to lead to a dismissal, compile a file of all communications between the educator and administrators.
* Use EDFS to complete the summative evaluation on the scheduled date. Both the educator and evaluator must sign off on the evaluation on EDFS.

**DID I . . . ?**

**Checklist for Directed Growth Plans**

* Start the Directed Growth Plan for the educator by logging onto EDFS.
* Meet with educator within 10 days of assigning the plan.
	+ Prior to the meeting:
		- Direct the educator to complete the self-assessment.
		- If the educator does not complete the self-assessment by the meeting date, send a letter or email directing them to do so within 24 hours.
		- If the educator still does not complete the self-assessment, this is evidence of lacking proficiency in Standard IV – Professional Culture.
	+ During the meeting:
		- Provide the educator with goals and an action plan.
		- Provide the educator with the dates for the formative assessment, summative evaluation and have them sign off on the plan on EDFS.
		- Direct the educator to submit evidence towards Standards I, III, and IV by formative assessment and summative evaluation dates.
* Conduct at least one unannounced observation of at least 10-15 minutes.
	+ Log feedback in EDFS within 5 days
* Gather at least 1 artifact each for standards I, III, and IV.
	+ These can include lesson plans, gradebooks, team meeting notes, and evidence of family outreach.
* Use EDFS to complete the formative assessment on the scheduled date.
	+ See The Evaluator’s Guide to Formative Assessment for guidance
* Conduct at least one more unannounced observation of at least 10-15 minutes.
	+ Log feedback in EDFS within 5 days
* Gather at least 1 additional artifact each for Standards I, III, and IV.
* Use EDFS to complete the summative evaluation on the scheduled date. Both the educator and evaluator must sign off on the evaluation on EDFS

**DID I . . . ?**

**Checklist for Self-Directed Growth Plans**

* Start the Self-Directed Growth Plan by logging onto EDFS.
	+ Recommended duration: 1 school year
* Direct the educator to submit a self-assessment and propose 2 goals in EDFS by 10/1.
* Meet with educator in teams or individually to establish educator plan
* During the meeting:
	+ Provide educator with dates of the formative assessment and summative evaluation.
* Remind the educator to submit evidence towards Standards I, III, and IV by formative assessment and summative evaluation dates.
* Complete the educator plan by approving action steps in EDFS by 11/1.
* Conduct at least one observation of at least 10 – 15 minutes.
* Log feedback in EDFS within 5 days
* Gather at least 1 artifact each for standards I, III, and IV.
	+ These can include lesson plans, gradebooks, team meeting notes, and evidence of family outreach.
* Complete the formative assessment in EDFS
	+ See The Evaluator’s Guide to Formative Assessment for guidance
	+ Meet with the educator for a post conference (upon request)
* Gather at least 1 additional artifact each for Standards I, III, and IV.
* Conduct at least one additional observation of at least 10 – 15 minutes.
* Log feedback in EDFS within 5 days
* Complete the summative evaluation in EDFS by 5/15. Both the educator and evaluator must sign off on the evaluation in EDFS.
	+ *This step must be completed by 5/15 of 2014 for 2-year plans*
* Meet with any educator whose overall summative evaluation ratings are Needs Improvement or Unsatisfactory by 6/1.
	+ *This step must be completed by 6/1 of 2014 for 2-year plans*
* If requested, meet with any other educators by 6/10.
	+ *This step must be completed by 6/1 of 2014 for 2-year plans*

**DID I . . . ?**

**Checklist for Developing Educator Plans**

* Start the Developing Educator Plan by logging onto EDFS.
* Meet with any *first year* educator to assist with self-assessment and goal setting by 10/1.
* Direct the educator to submit a self-assessment and propose 2 goals in EDFS by 10/1.
* Meet with educator in teams or individually to establish educator plan
* During the meeting:
	+ Provide educator with dates of the formative assessment and summative evaluation.
* Remind the educator to submit evidence towards Standards I, III, and IV by formative assessment and summative evaluation dates.
* Complete the educator plan by approving action steps in EDFS by 11/1.
* Conduct at least two unannounced observations of at least 10 – 15 minutes.
* Log feedback in EDFS within 5 days
* Conduct an announced observation of at least 30 minutes.
	+ Meet with the educator for a post conference
	+ Log feedback in EDFS
* Gather at least 1 artifact each for Standards I, III, and IV.
	+ These can include lesson plans, gradebooks, team meeting notes, and evidence of family outreach.
* Complete the formative assessment in EDFS
	+ See The Evaluator’s Guide to Formative Assessment for guidance
	+ Meet with the educator for a post conference (upon request)
* Conduct at least two additional unannounced observations of at least 10 – 15 minutes.
* Log feedback in EDFS within 5 days
* Gather at least 1 additional artifact each for Standards I, III, and IV.
* Complete the summative evaluation in EDFS by 5/15. Both the educator and evaluator must sign off on the evaluation in EDFS.
* Meet with any educator whose overall summative evaluation ratings are Needs Improvement or Unsatisfactory by 6/1.
* If requested, meet with any other educators by 6/10.