

**Teacher Performance  
Evaluation  
2023-2024**

## **Teacher Evaluation Philosophy**

Laramie County School District Number One's philosophy of instructional excellence and evaluation is based on professional qualifications determined by the Wyoming Professional Teaching Standards Board and Charlotte Danielson's work in Enhancing Professional Practice: A Framework for Teaching, 2<sup>nd</sup> Edition. The underlying premise is that supervision, evaluation, mentoring, and professional development in the areas of planning and preparation, classroom environment, instruction, and professional responsibility are essential in promoting improved student learning. Laramie County School District Number One commits to ensuring that highly qualified professionals provide effective instructional experiences for students at all levels, K-12.

Trust and confidence promoted through conversation based on these key elements are essential in implementing and maintaining successful educational programs. A district-wide commitment is necessary for evaluation to be effective. Included in this commitment is an obligation to provide the necessary resources, time, and professional development activities, maintaining the belief that supervision, evaluation, professional development and mentoring are part of a cooperative effort among the Board of Trustees, administration, and professional staff to achieve excellence in education for students. This commitment will require a focus on individual, building and district instructional goals.

Supervision and evaluation in Laramie County School District Number One supports the belief that each person is a unique individual, whose differences allow him/her to demonstrate proficiency in District Teaching Standards in a variety of ways. Supervisors are encouraged to recognize and encourage these differences.

# TEACHER PERFORMANCE EVALUATION SYSTEM

## Laramie County School District Number One Cheyenne, Wyoming

### I. Instructional Philosophy

The Board of Trustees of Laramie County School District Number One along with administrators, certificated personnel, classified personnel, and support staff of the District shall cooperate to provide a free and appropriate education for resident students. Emphasis shall be directed toward promoting each student's overall human development consistent with that student's individual needs and ability.

District instructional and related programs shall define priorities with this philosophy in mind. Review and evaluation of programs shall be consistent in furthering this philosophy. The overall instructional program of Laramie County School District Number One shall emphasize continuous educational growth. District instructional programs shall be designed to meet the needs, abilities, and interests of students and to provide the opportunity for all students to meet or exceed state and district content and performance standards at levels determined by the district.

Prominent Instructional Strategies: The District incorporates a wide variety of instructional strategies in an effort to meet the needs of our students and to enhance student performance. Examples of District instructional strategies include:

- A. Cooperative Learning: the instructional use of small groups so that students work together to maximize their own and each other's learning.
- B. Study Skills Instruction: students learn how to process and remember information in every day content lessons, becoming more efficient learners.
- C. Balanced Literacy: language arts, along with other curriculum, are integrated and taught using reading, writing, listening and speaking.
- D. Collaborative Literacy Intervention Project (CLIP): a one-to-one reading intervention program for at-risk first graders. Students who are identified as at-risk in reading and writing are taught to use effective reading and writing strategies.
- E. Learning Centers: teachers present a wide variety of materials/activities to accommodate all students' learning styles and needs.
- F. Peer Tutoring: one child assisting another in the learning of a specific task or concept.
- G. Reading and Writing Across the Content Area: teachers explicitly teach reading, writing and thinking strategies to support students in their work within the content area.
- H. Mathematics/Problem Solving: research-based, best-practice teaching techniques, which involve understanding what students know and need to learn and challenging and supporting them to learn it well. Teachers should use the thinking strategies to support students in their work in mathematics. Students should be allowed to do authentic

projects; use tools to help them construct their thinking; work in groups, individually, or one-on-one with a teacher; and be given opportunities to communicate their thinking.

- I. Six Traits of Writing: a systematic approach to assessing writing skills K-12.
- J. Standards-Based Instruction: approaches and techniques to design quality units of instruction that are aligned to district and state standards and benchmarks. Through development of an instructional unit, teachers learn how to map curriculum, analyze benchmarks for cognitive complexity, develop assessments and scoring guides, and plan instructional strategies and activities.
- K. Embedded Technology Strategies: the instructional use of embedded, effectively integrated technology so that students may maximize their own learning.

II. Description of assessment procedures: General Guidelines

- A. Building administrators shall review the following items with all teachers:
  - 1. Job Description, Negotiated Agreement, Building Handbook, the location of Board Policy Book
  - 2. Rubrics for Evaluation
  - 3. Required Artifacts
  - 4. Goal Sheet (Professional Growth Plan)
  - 5. Action Research/Inquiry Project Form
  - 6. Evaluation Forms
  - 7. Action Plan for Teacher Improvement
  - 8. Evaluation Time Lines
- B. Pre-evaluation conferences will be completed at the beginning of the school year for initial and continuing contract teachers to review job description, general expectations, building student management procedures, special programs, and student needs. Individual goals (Professional Growth Plan) and/or the Action Research/Inquiry Project should be discussed and written goals developed. The professional growth plan will include format, goal, time line, methods/strategies, and indicators of progress. The Professional Growth Plan and the Action Research/Inquiry Project will be reviewed annually.
- C. Initial contract teachers are to be formally evaluated at least twice during each of the first three years. These evaluations must be completed by December 15 and March 15.
- D. Continuing contract teachers must be evaluated every year no later than May 15. The evaluation process shall consist of several observations in which data is collected and discussed with the teacher.
- E. Pre-observation and post-observation conferences must be included as a part of all formal evaluations.

F. Evaluators must provide the teacher with a copy of all formal, written evaluations. Forms are submitted to the Human Resource Office to be placed in the employee's personnel file.

G. The system of data collection will include:

- Pre observation conference
- Classroom observations
- Required artifacts
- Additional evidence as needed
- Post observation conference
- Procedures for improvement
- Procedures for teachers determined to need remediation, which may include termination

H. The process for collecting data will be:

Validated assessments will be collected by the Department of Instruction and will be disseminated to the building principals. Principals will review the data with the classroom teachers prior to the completion of the summative evaluation. Other assessments will be collected by the classroom teacher and reviewed with the supervising principal prior to the summative evaluation. As soon as the data becomes available from State Assessments or as soon as District Assessments are completed and compiled, data will be presented to principals and teachers. Our goal through our data warehouse will be to provide student performance data directly to principals with the eventual goal of also providing it directly to teachers.

The employee will submit classroom data that may include teacher/common assessments/district assessments/textbook assessments to their supervisor prior to the Summative Evaluation Conference. Data will be used to determine appropriate placement on the teacher performance rubric.

I. Student Performance Growth Data

Laramie County School District Number One commits to providing the time and resources to administer Wyoming WY-TOPP (3-10) and ACT (11) as Valid Assessments. Additionally, Other Assessments include district, teacher/Professional Learning Community (PLC), and textbook assessments. In the summative evaluation process, the teacher will show evidence as to how data from these sources are used to inform their teaching. Use of the data may be reflected in the identification of a professional development goal or modification of instructional practice or identification of students needing remediation/enrichment or other viable methods. Data from Other Performance Measures, i.e. student demographics, student attendance, graduation rates, parent involvement rates, special needs, and discipline rates, may also be considered.

Teachers use multiple student performance data to determine student growth, to plan for future instruction, and to differentiate as measured by the components in the evaluation rubric.

For elementary grade-level and secondary core teachers, the use of data must include at least one validated and one other assessment. Other teachers will use at least two data sources from either category.

### **Elementary**

Validated:

- Fastbridge (K-6)
- WY-TOPP (3-6)

Other Assessments include:

- Teacher/PLC assessments/district assessments/textbook assessments
- K-6 Specialists (2 other) – District assessment/PLC assessment at grade level

### **Secondary**

Validated:

- ACT (11)
- WY-TOPP (7-10)

Other Assessments include:

- District Assessments (required courses and electives)
- Teacher/PLC Assessments/textbook assessments

III. Prior to the start of each school year, the District provides appropriate initial training for evaluators. Training in the evaluation process will occur annually for new staff members. Ongoing training will be provided at least once every three years. The training will include how to:

- Collect evaluative evidence
- Implement the evaluation program correctly
- Ensure consistency in scoring by viewing and discussing videos and/or in-class observations

IV. Professional growth is tied to the results of evaluations individually and collectively by:

A. The teacher will complete a self-assessment worksheet at the beginning of the year to determine professional growth goals. The teacher shall consider previous evaluations and supervisor feedback in developing goals. The goals should derive from the components in the four domains. The goals may be tied to building and/or district initiatives. Consideration should be given to the following:

- District Service
- District Goals
- Building Focus
- Personal Growth Focus
- Collaborative Team Focus
- Professional Community
- Supervisor Feedback
- Previous Evaluations

## B. Professional Growth Plan

### Professional Goals

#### Procedures

- Complete self-assessment at beginning of the year
  - Draft goals and time lines
  - Meet w/supervisor to finalize goals and time lines
  - Complete Professional Growth Form
  - Implementation and ongoing feedback will occur throughout the year
  - Complete self-assessment prior to post conference
  - Complete Self Reflection on goal sheet
  - Meet with supervisor to discuss progress
- C. The staff member shall participate at the appropriate level in the collective professional growth activities at the building and district level.
- D. The staff member and supervisor will identify at least one area for growth with suggestions for professional improvement.
- E. Feedback (written/verbal) will occur at the summative conference.

The process for identifying the area/s for growth/improvement is identified in procedures on Page 37 of the Teacher Performance Evaluation.

## V. Description of the District's complete performance evaluation cycle

Laramie County School District Number One believes that effective evaluations shall be based on multiple observations including walk-throughs with defined criteria which are applied consistently. Laramie County School District Number One will evaluate all continuing-contract certified personnel at least once per year, and all initial-contract certified personnel at least twice per year. All evaluations will use observations, pre- and post- conferences and written documentation. Certified personnel will be evaluated through a three-track evaluation cycle.

Track A is for all initial-contract certified personnel during their first three years of employment. Track A is also for continuing-contract personnel no less than once every three years or the first year when changing job designation. Track B is for continuing-contract personnel for no more than two years of the three-year cycle. Track C is for personnel found to be in need of assistance or remediation.

## **Evaluation Plan**

### **Track A Summative Evaluation**

1. All initial contract teachers will be evaluated twice a year by December 15 and March 15.
2. Continuing contract teachers will be evaluated once a year by May 15.
3. Teachers on Track C will be evaluated via the Track A Summative Evaluation form.
4. Every teacher must complete a Track A Summative Evaluation no less than once every three years.

### **Track B Professional Growth/Action Research**

1. Teacher completes Self-Assessment Worksheets.
2. Teachers on Track B will be evaluated once a year using the Track B Summative Evaluation form by May 15.
3. May be accomplished by individual or group.
4. Tied to student achievement or school /district improvement goal.
5. Share results in appropriate forum.

### **Track C Assistance or Remediation**

1. Supervision will increase through additional observations, conferences, and evaluations.
2. Action Plan for Teacher Improvement Checklist is signed.
3. Action Plan for Teacher Improvement will be developed by the administrator and teacher if deemed necessary.
4. Administrator completes Track A Summative Evaluation form.

The District has identified specific rubric or descriptors for all professional groups.

1. Classroom Teachers
2. Library/Media Specialists
3. Consultants
4. Social Workers/Counselors/BIS
5. Occupational/Speech Language
6. Nurses/Audiologists
7. Instructional Facilitators/Technology Integration Specialists/Teachers On Special Assignment
8. Athletic Coaches
9. Related Services



**DOMAIN 1: PLANNING AND PREPARATION**  
**Component 1a: Demonstrating Knowledge of Content and Pedagogy**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Demonstrating Knowledge of Content and Pedagogy</b>	In planning and practice, the teacher makes content errors or does not correct errors made by students. The teacher displays little understanding of prerequisite knowledge important to student learning of the content. The teacher displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.	The teacher is familiar with the important concepts in the discipline but displays a lack of awareness of how these concepts relate to one another. The teacher indicates some awareness of prerequisite learning, although such knowledge may be inaccurate or incomplete. The teacher's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.	The teacher displays solid knowledge of the important concepts in the discipline and how these relate to one another. The teacher demonstrates accurate understanding of prerequisite relationships among topics. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the subject.	The teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. The teacher demonstrates understanding of prerequisite relationships among topics and concepts and understands the link to necessary cognitive structures that ensure student understanding. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline and the ability to anticipate student misconceptions.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher makes content errors.</li> <li>*The teacher does not consider prerequisite relationships when planning.</li> <li>*The teacher's plans use inappropriate strategies for discipline.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher's understanding of the discipline is rudimentary.</li> <li>*The teacher's knowledge of prerequisite relationships is inaccurate or incomplete.</li> <li>*Lesson and unit plans use limited instructional strategies, and some are not suitable to the content.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher provides clear explanations of the content.</li> <li>*The teacher answers students' questions accurately and provides feedback that furthers their learning.</li> <li>*Instructional Strategies in unit and lesson plans are entirely suitable to the content.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher cites intra- and interdisciplinary content relationships.</li> <li>*The teacher's plans demonstrate awareness of possible student misconceptions and how they can be addressed.</li> <li>*The teacher's plans reflect recent developments in content-related pedagogy.</li> </ul>

**DOMAIN 1: PLANNING AND PREPARATION**  
**Component 1b: Demonstrating Knowledge of Students**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Demonstrating Knowledge of Students</b>	The teacher displays minimal understanding of how students learn- and little knowledge of their varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages- and does not indicate that such knowledge is available.	The teacher displays generally accurate knowledge of how students learn and of their varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages, yet may apply this knowledge not to individual students but to the class as a whole.	The teacher understands the active nature of student learning and attains information about levels of development for groups of students. The teacher also purposefully acquires knowledge from several sources about groups of students' varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages.	The teacher understands the active nature of student learning and acquires information about levels of development for individual students. The teacher also systematically acquires knowledge from several sources about individual students' varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher does not understand child development characteristics and has unrealistic expectations for students.</li> <li>*The teacher does not try to ascertain varied ability levels among students in the class.</li> <li>*The teacher is not aware of students' interests of cultural heritages.</li> <li>*The teacher takes no responsibility to learn about students' medical or learning disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher cites developmental theory but does not seek to integrate it into lesson planning.</li> <li>*The teacher is aware of the different ability levels in the class but tends to teach to the "whole group."</li> <li>*he teacher recognizes that students have different interests and cultural backgrounds but rarely draws on their contributions or differentiates materials to accommodate those differences.</li> <li>*The teacher is aware of medical issues and learning disabilities with some students but does not seek to understand the implications of that knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher knows, for groups of students, their levels of cognitive development.</li> <li>*The teacher is aware of the different cultural groups in the class.</li> <li>*The teacher has a good idea of the range of interests of the students in the class.</li> <li>*The teacher has identified "high," "medium," and "low" groups of students within the class.</li> <li>*The teacher is well informed about students' cultural heritages and incorporates this knowledge in lesson planning.</li> <li>*The teacher is aware of the special needs represented by students in the class.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher uses ongoing methods to assess students' skill levels and designs instruction accordingly.</li> <li>*The teacher seeks out information from all students about their cultural heritages.</li> <li>*The teacher maintains a system of updated student records and incorporates medical and/or learning needs into lesson plans.</li> </ul>

**DOMAIN 1: PLANNING AND PREPARATION**  
**Component 1c: Setting Instructional Outcomes**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Setting Instructional Outcomes</b>	The outcomes represent low expectations for students and lack of rigor, and not all of these outcomes reflect important learning in the discipline. They are stated as student activities, rather than as outcomes for learning. Outcomes reflect only one type of learning and only one discipline or strand and are suitable for only some students.	Outcomes represent moderately high expectations and rigor. Some reflect important learning in the discipline and consist of a combination of outcomes and activities. Outcomes reflect several types of learning, but the teacher has made no effort at coordination of integration. Outcomes, based on global assessments of student learning, are suitable for most of the students in the class.	Most outcomes represent rigorous and important learning in the discipline and are clear, are written in the form of student learning, and suggest viable methods of assessment. Outcomes reflect several different types of learning and opportunities for coordination, and they are differentiated, in whatever way is needed for different groups of students.	All outcomes represent high-level learning in the discipline. They are clear, are written in the form of student learning, and permit viable methods of assessment. Outcomes reflect several different types of learning and, where appropriate, represent both coordination and integration. Outcomes are differentiated, in whatever way is needed, for individual students.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*Outcomes lack rigor.</li> <li>*Outcomes do not represent important learning in the discipline.</li> <li>*Outcomes are not clear or are stated as activities.</li> <li>*Outcomes are not suitable for many students in the class.</li> </ul>	<ul style="list-style-type: none"> <li>*Outcomes represent a mixture of low expectations and rigor.</li> <li>*Some outcomes reflect important learning in the discipline.</li> <li>*Outcomes are suitable for most of the class.</li> </ul>	<ul style="list-style-type: none"> <li>*Outcomes represent high expectations and rigor. Outcomes are related to “big ideas” of the discipline.</li> <li>*Outcomes are written in terms of what students will learn rather than do.</li> <li>*Outcomes represent a range of types: factual knowledge, conceptual understanding, reasoning, social interaction, management, and communication.</li> <li>*Outcomes, differentiated where necessary, are suitable to groups of students in the class.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher’s plans reference curricular frameworks or blueprints to ensure accurate sequencing.</li> <li>*The teacher connects outcomes to previous and future learning.</li> <li>*Outcomes are differentiated to encourage individual students to take educational risks.</li> </ul>

**DOMAIN 1: PLANNING AND PREPARATION**  
**Component 1d: Demonstrating Knowledge of Resources**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Demonstrating Knowledge of Resources</b>	The teacher is unaware of resources to assist student learning beyond materials provided by the school or district, nor is the teacher aware of resources for expanding one's own professional skill.	The teacher displays some awareness of resources beyond those provided by the school or district for classroom use and for extending one's professional skill but does not seek to expand this knowledge.	The teacher displays awareness of resources beyond those provided by the school or district, including those on the Internet, for classroom use for extending one's professional skill, and seeks out such resources.	The teacher's knowledge of resources for classroom use and for extending one's professional skill is extensive, including those available through the school or district, in the community, through professional organizations and universities, and on the Internet.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher uses only district-provided materials, even when more variety would assist some students.</li> <li>*The teacher does not seek out resources available to expand her own skill.</li> <li>*Although the teacher is aware of some student needs, he does not inquire about possible resources.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher uses materials in the school library but does not search beyond the school for resources.</li> <li>*The teacher participates in content-area workshops offered by the school but does not pursue other professional development.</li> <li>*The teacher locates materials and resources for students that are available through the school but does not pursue any other avenues.</li> </ul>	<ul style="list-style-type: none"> <li>*Texts are at varied levels.</li> <li>*Texts are supplemented by guest speakers and field experiences.</li> <li>The teacher facilitates the use of Internet resources.</li> <li>*Resources are multidisciplinary.</li> <li>*The teacher expands her knowledge through professional learning groups and organizations.</li> <li>*The teacher pursues options offered by universities.</li> <li>*The teacher provides lists of resources outside the classroom for students to draw on.</li> </ul>	<ul style="list-style-type: none"> <li>*Texts are matched to student skill level.</li> <li>*The teacher has ongoing relationships with colleges and universities that support student learning.</li> <li>*The teacher maintains a log of resources for student reference.</li> <li>*The teacher pursues apprenticeships to increase discipline knowledge.</li> <li>*The teacher facilitates student contact with resources outside the classroom.</li> </ul>

**DOMAIN 1: PLANNING AND PREPARATION**  
**Component 1e: Designing Coherent Instruction**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Designing Coherent Instruction</b>	Learning activities are poorly aligned with the instructional outcomes, do not follow an organized progression, are not designed to engage students in active intellectual activity, and have unrealistic time allocations. Instructional groups are not suitable to the activities and offer no variety.	Some of the learning activities and materials are aligned with the instructional outcomes and represent moderate cognitive challenge, but with no differentiation for different students. Instructional groups partially support the activities, with some variety. The lesson or unit has a recognizable structure; but the progression of activities is uneven, with only some reasonable time allocations.	Most of the learning activities are aligned with the instructional outcomes and follow an organized progression suitable to groups of students. The learning activities have reasonable time allocations; they represent significant cognitive challenge, with some differentiation for different groups of students and varied use of instructional groups.	The sequence of learning activities follows a coherent sequence, is aligned to instructional goals, and is designed to engage students in high-level cognitive activity. These are appropriately differentiated for individual learners. Instructional groups are varied appropriately, with some opportunity for students choice.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*Learning activities are boring and/or not well aligned to the instructional goals.</li> <li>*Materials are not engaging or do not meet instructional outcomes.</li> <li>*Instructional groups do not support learning.</li> <li>*Lesson plans are not structured or sequenced and are unrealistic in their expectations.</li> </ul>	<ul style="list-style-type: none"> <li>*Learning activities are moderately challenging.</li> <li>*Learning resources are suitable, but there is limited variety.</li> <li>*Instructional groups are random, or they only partially support objectives.</li> <li>*Lesson structure is uneven or may be unrealistic about time expectations.</li> </ul>	<ul style="list-style-type: none"> <li>*Learning activities are matched to instructional outcomes.</li> <li>*Activities provide opportunity for higher-level thinking.</li> <li>*The teacher provides a variety of appropriately challenging materials and resources.</li> <li>*Instructional student groups are organized thoughtfully to maximize learning and build on students' strengths.</li> <li>*The plan for the lesson or unit is well structured, with reasonable time allocations.</li> </ul>	<ul style="list-style-type: none"> <li>*Activities permit student choice.</li> <li>*Learning experiences connect to other disciplines.</li> <li>*The teacher provides a variety of appropriately challenging resources that are differentiated for students in the class.</li> <li>*Lesson plans differentiate for individual student needs.</li> </ul>

**DOMAIN 1: PLANNING AND PREPARATION**  
**Component 1f: Designing Student Assessments**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Designing Student Assessments</b>	Assessment procedures are not congruent with instructional outcomes and lack criteria by which student performance will be assessed. The teacher has no plan to incorporate formative assessment in the lesson or unit.	Assessment procedures are partially congruent with instructional outcomes. Assessment criteria and standards have been developed, but they are not clear. The teacher's approach to using formative assessment is rudimentary, including only some of the instructional outcomes.	All the instructional outcomes may be assessed by the proposed assessment plan; assessment methodologies may have been adapted for groups of students. Assessment criteria and standards are clear. The teacher has a well-developed strategy for using formative assessment and has designed particular approaches to be used.	All the instructional outcomes may be assessed by the proposed assessment plan, with clear criteria for assessing student work. The plan contains evidence of student contribution to its development. Assessment methodologies have been adapted for individual students as the need has arisen. The approach to using formative assessment is well designed and includes student as well as teacher use of the assessment information.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*Assessments do not match instructional outcomes.</li> <li>*Assessments lack criteria.</li> <li>*No formative assessments have been designed.</li> <li>*Assessment results do not affect future plans.</li> </ul>	<ul style="list-style-type: none"> <li>*Only some of the instructional outcomes are addressed in the planned assessments.</li> <li>*Assessment criteria are vague.</li> <li>*Plans refer to the use of formative assessments but they are not fully developed.</li> <li>*Assessment results are used to design lesson plans for the whole class, not individual students.</li> </ul>	<ul style="list-style-type: none"> <li>*All the learning outcomes have a method for assessment.</li> <li>*Assessment types match learning expectations.</li> <li>*Plans indicate modified assessments when they are necessary for some students.</li> <li>*Assessment criteria are clearly written.</li> <li>*Plans include formative assessments to use during instruction.</li> <li>*Lesson plans indicate possible adjustments based on formative assessment data.</li> </ul>	<ul style="list-style-type: none"> <li>*Assessments provide opportunities for student choice.</li> <li>*Students participate in designing assessments for their own work.</li> <li>*Teacher-designed assessments are authentic, with real-world application as appropriate.</li> <li>*Students develop rubrics according to teacher specified learning objectives.</li> <li>*Students are actively involved in collecting information from formative assessments and provide input.</li> </ul>

**DOMAIN 2: THE CLASSROOM ENVIRONMENT**  
**Component 2a: Creating an Environment of Respect and Rapport**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Creating an Environment of Respect and Rapport</b>	Patterns of classroom interactions, both between teacher and students and among students, are mostly negative, inappropriate, or insensitive to students' ages, cultural backgrounds, and developmental levels. Student interactions are characterized by sarcasm, put-downs, or conflict. The teacher does not deal with disrespectful behavior.	Patterns of classroom interactions, both between teacher and students and among students, are generally appropriate but may reflect occasional inconsistencies, favoritism, and disregard for students' ages, cultures, and developmental levels. Students rarely demonstrate disrespect for one another. The teacher attempts to respond to disrespectful behavior, with uneven results. The net result of the interactions is neutral, conveying neither warmth nor conflict.	Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the ages, cultures, and developmental levels of the students. Interactions among students are generally polite and respectful, and students exhibit respect for the teacher. The teacher responds successfully to disrespectful behavior among students. The net result of the interactions is polite, respectful, and business like, though students may be somewhat cautious about taking intellectual risks.	Classroom interactions between the teacher and students and among students are highly respectful, reflecting genuine warmth, caring, and sensitivity to students as individuals. Students exhibit respect for the teacher and contribute to high levels of civility among all members of the class. The net result is an environment where all students feel valued and are comfortable taking intellectual risks.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher is disrespectful toward students or insensitive to students' ages, cultural backgrounds, and developmental levels.</li> <li>*Students' body language indicates feelings of hurt, discomfort, or insecurity.</li> <li>*The teacher displays no familiarity with, or caring about, individual students.</li> <li>*The teacher disregards disrespectful interactions among students.</li> </ul>	<ul style="list-style-type: none"> <li>*The quality of interactions between teacher and students, or among students, is uneven, with occasional disrespect or insensitivity.</li> <li>*The teacher attempts to respond to disrespectful behavior among students, with uneven results.</li> <li>*The teacher attempts to make connections with individual students, but student reactions indicate that these attempts are not entirely successful.</li> </ul>	<ul style="list-style-type: none"> <li>*Talk between the teacher and students and among students is uniformly respectful.</li> <li>*The teacher successfully responds to disrespectful behavior among students.</li> <li>*Students participate willingly, but may be somewhat hesitant to offer their ideas in front of classmates.</li> <li>*The teacher makes general connections with individual students.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher demonstrates knowledge and caring about individual students' lives beyond the class and school.</li> <li>*There is no disrespectful behavior among students.</li> <li>*When necessary, students respectfully correct one another.</li> <li>*Students participate without fear of put-downs or ridicule from either the teacher or other students efforts.</li> </ul>

**DOMAIN 2: THE CLASSROOM ENVIRONMENT**  
**Component 2b: Establishing a Culture for Learning**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Establishing a Culture for Learning</b>	The classroom culture is characterized by a lack of teacher or student commitment to learning, and/or little or no investment of student energy in the task at hand. Hard work and the precise use of language are not expected or valued. Medium to low expectations for student achievement are the norm, with high expectations for learning reserved for only one or two students.	The classroom culture is characterized by little commitment to learning by the teacher or students. The teacher appears to be only “going through the motions,” and students indicate that they are interested in the completion of a task rather than the quality of work. The teacher conveys that student success is the result of natural ability rather than hard work, and refers only in passing to the precise use of language. High expectations for learning are reserved for those students thought to have a natural aptitude for the subject.	The classroom culture is a place where learning is valued by all; high expectations for both learning and hard work are the norm for most students. Students understand their role as learners and consistently expand effort to learn. Classroom interactions support learning, hard work, and the precise use of language.	The classroom culture is a cognitively busy place, characterized by a shared belief in the importance or learning. The teacher conveys high expectations for learning for all students and insists on hard work; students assume responsibility for high quality by initiating improvements, making revisions, adding detail, and/or assisting peers in their precise use of language.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher conveys that there is little or no purpose for the work, or that the reasons for doing it are due to external factors.</li> <li>*The teacher conveys to at least some students that the work is too challenging for them.</li> <li>*Students exhibit little or no pride in their work.</li> <li>*Students use language incorrectly; the teacher does not correct them.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher’s energy for the work is neutral, neither indicating a high level of commitment nor ascribing the need to do the work to external forces.</li> <li>*The teacher conveys high expectations for only some students.</li> <li>*Students exhibit a limited commitment to complete the work on their own; many students indicate that they are looking for an “easy path.”</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher communicates the importance of the content and the conviction that with hard work all students can master the material.</li> <li>*The teacher demonstrates a high regard for students’ abilities.</li> <li>*The teacher conveys an expectation of high levels of student effort.</li> <li>*Students expend good effort to complete work of high quality.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher communicates passion for the subject.</li> <li>*The teacher conveys the satisfaction that accompanies a deep understanding of complex content.</li> <li>*Students indicate through their questions and comments a desire to understand the content.</li> <li>*Students assist their classmates in understanding the content.</li> </ul>



## DOMAIN 2: THE CLASSROOM ENVIRONMENT

### Component 2c: Managing Classroom Procedures

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Managing Classroom Procedures</b>	<p>Much instructional time is lost due to inefficient classroom routines and procedures. There is a little or no evidence of the teacher's management of instructional groups and transitions and/or handling of materials and supplies effectively. There is little evidence that volunteers know or follow established routines, or that volunteers and paraprofessionals have clearly defined tasks.</p>	<p>Some instructional time is lost due to partially effective classroom routines and procedures. The teacher's management of instructional groups and transitions, or handling of materials and supplies, or both, are inconsistent, leading to some disruption of learning. With regular guidance and prompting, students follow established routines, and volunteers and paraprofessionals perform their duties.</p>	<p>There is little loss of instructional time due to effective classroom routines and procedures. The teacher's management of instructional groups and transitions, or handling of materials and supplies, or both, are consistently successful. With minimal guidance and prompting, students follow established classroom routines, and volunteers and paraprofessionals contribute to the class.</p>	<p>Instructional time is maximized due to efficient and seamless classroom routines and procedures. Students take initiative in the management of instructional groups and transitions, and/or the handling of materials and supplies. Routines are well understood and may be initiated by students. Volunteers and paraprofessionals make an independent contribution to the classroom.</p>
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*Students not working with the teacher are not productively engaged.</li> <li>*Transitions are disorganized, with much loss of instructional time.</li> <li>*There do not appear to be any established procedures for disturbing and collecting materials.</li> <li>*A considerable amount of time is spent off task because of unclear procedures.</li> <li>*Volunteers and paraprofessionals have no defined role and/or are idle much of the time.</li> </ul>	<ul style="list-style-type: none"> <li>*Students not working directly with the teacher are only partially engaged.</li> <li>*Procedures for transitions seem to have been established, but their operation is not smooth.</li> <li>*There appear to be established routines for distribution and collection of materials, but students are confused about how to carry them out.</li> <li>*Classroom routines function unevenly.</li> <li>*Volunteers and paraprofessionals require frequent supervision.</li> </ul>	<ul style="list-style-type: none"> <li>*Students productively engaged during small group or independent work.</li> <li>*Transitions between large and small group activities are smooth.</li> <li>*Routines for distribution and collection of materials and supplies work efficiently.</li> <li>*Classroom routines function smoothly.</li> <li>*Volunteers and paraprofessionals work with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>*With minimal prompting by the teacher, students ensure that their time is used productively.</li> <li>*Students take initiative in distributing and collecting materials efficiently.</li> <li>*Students themselves ensure that transitions and other routines are accomplished smoothly.</li> <li>*Volunteers and paraprofessionals take initiative in their work in the class.</li> </ul>

**DOMAIN 2: THE CLASSROOM ENVIRONMENT**

**Component 2d: Managing Student Behavior**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Managing Student Behavior</b>	There appear to be no established standards of conduct, or students challenge them. There is little or no teacher monitoring of student behavior and response to students' misbehavior is repressive or disrespectful of student dignity.	Standards of conduct appear to have been established, but their implementation is inconsistent. The teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior.	Student behavior is generally appropriate. The teacher monitors student behavior against established standards of conduct. Teacher response to student misbehavior is consistent, proportionate, and respectful to students and is effective.	Student behavior is entirely appropriate. Students take an active role in monitoring their own behavior and/or that of other students against standards of conduct. Teacher monitoring of student behavior is subtle and preventive. The teacher's response to student misbehavior is sensitive to individual student needs and respects students' dignity.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The classroom environment is chaotic, with no standards of conduct evident.</li> <li>*The teacher does not monitor student behavior.</li> <li>*Some students disrupt the classroom, without apparent teacher awareness or with an ineffective response.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher attempts to maintain order in the classroom, referring to classroom rules, but with uneven success.</li> <li>*The teacher attempts to keep track of student behavior, but with no apparent system.</li> <li>*The teacher's response to student misbehavior is inconsistent: sometimes harsh, other times lenient.</li> </ul>	<ul style="list-style-type: none"> <li>*Standards of conduct appear to have been established and implemented successfully.</li> <li>*Overall, student behavior is generally appropriate.</li> <li>*The teacher frequently monitors student behavior.</li> <li>*The teacher's response to student misbehavior is effective.</li> </ul>	<ul style="list-style-type: none"> <li>*Student behavior is entirely appropriate; any student misbehavior is very minor and swiftly handled.</li> <li>*The teacher silently and subtly monitors student behavior.</li> <li>*Students respectfully intervene with classmates at appropriate moments to ensure compliance with standards of conduct.</li> </ul>

## DOMAIN 2: THE CLASSROOM ENVIRONMENT

### Component 2e: Organizing Physical Space

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Organizing Physical Space</b>	The classroom environment is unsafe, or learning is not accessible to many. There is poor alignment between the arrangement of furniture and resources, including computer technology, and the lesson activities.	The classroom is safe, and essential learning is accessible to most students. The teacher makes modest use of physical resources, including computer technology. The teacher attempts to adjust the classroom furniture for a lesson or, if necessary, to adjust the lesson to the furniture, but with limited effectiveness.	The classroom is safe, and students have equal access to learning activities; the teacher ensures that the furniture arrangement is appropriate to the learning activities and uses physical resources, including computer technology, effectively.	The classroom environment is safe, and learning is accessible to all students, including those with special needs. The teacher makes effective use of the physical resources, including computer technology. The teacher ensures that the physical arrangement is appropriate to the learning activities. Students contribute to the use or adaption of the physical environment to advance learning.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*There are physical hazards in the classroom endangering student safety.</li> <li>*Many students can't see or hear the teacher or see the board.</li> <li>*Available technology is not being used even if it is available and its use would enhance the lesson.</li> </ul>	<ul style="list-style-type: none"> <li>*The physical environment is safe, and most students can see and hear the teacher or see the board.</li> <li>*The physical environment is not an impediment to learning but does not enhance it.</li> <li>*The teacher makes limited use of available technology and other resources.</li> </ul>	<ul style="list-style-type: none"> <li>*The classroom is safe, and all students are able to see and hear the teacher or see the board.</li> <li>*The classroom is arranged to support the instructional goals and learning activities. The teacher makes appropriate use of available technology.</li> </ul>	<ul style="list-style-type: none"> <li>*Modifications are made to the physical environment to accommodate students with special needs.</li> <li>*There is a total alignment between the learning activities and the physical environment.</li> <li>*Students take the initiative to adjust the physical environment.</li> <li>*The teacher and students make extensive and imaginative use of available technology.</li> </ul>

**DOMAIN 3: INSTRUCTION**  
**Component 3a: Communicating with Students**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Communicating with Students</b>	The instructional purpose of the lesson is unclear to students, and the directions and procedures are confusing. The teacher's explanation of the content contains major errors and does not include any explanation of strategies students might use. The teacher's spoken or written language contains errors of grammar or syntax. The teacher's academic vocabulary is inappropriate, vague, or used incorrectly, leaving students confused.	The teacher's attempt to explain the instructional purpose has only limited success, and/or directions and procedures must be clarified after initial student confusion. The teacher's explanation of the content may contain minor errors; some portions are clear, others difficult to follow. The teacher's explanation does not invite students to engage intellectually or to understand strategies they might use when working independently. The teacher's spoken language is correct but uses vocabulary that is either limited or not fully appropriate to the student's ages or backgrounds. The teacher rarely takes opportunities to explain academic vocabulary.	The instructional purpose of the lesson is clearly communicated to students, including where it is situated within broader learning; directions and procedures are explained clearly and may be modeled. The teacher's explanation of content is scaffolded, clear, and accurate and connects with students' knowledge and experience. During the explanation of content, the teacher focuses, as appropriate, on strategies students can use when working independently and invites student intellectual engagement. The teacher's spoken and written language is clear and correct and is suitable to students' ages and interests. The teacher's use of academic vocabulary is precise and serves to extend student understanding.	The teacher links the instructional purpose of the lesson to the larger curriculum; the directions and procedures are clear and anticipate possible student misunderstanding. The teacher's explanation of content is thorough and clear, developing conceptual understanding through clear scaffolding and connecting with students' interests. Students contribute to extending the content by explaining concepts to their classmates and suggesting strategies that might be used. The teacher's spoken and written language is expressive, and the teacher finds opportunities to extend students' vocabularies, both within the discipline and for more general use. Students contribute to the correct use of academic vocabulary.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*At no time during the lesson does the teacher convey to students what they will be learning.</li> <li>*Students indicate through body language or questions that they don't understand the content being presented.</li> <li>*The teacher makes a serious content error that will affect students' understanding of the lesson.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher provides little elaboration or explanation about what the students will be learning.</li> <li>*The teacher's explanation of the content consists of a monologue, with minimal participation or intellectual engagement by students.</li> <li>*The teacher makes no serious content errors but may make minor ones.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher states clearly, at some point during the lesson, what the students will be learning.</li> <li>*The teacher's explanation of content is clear and invites student participation and thinking.</li> <li>*The teacher makes no content errors.</li> <li>*Students engage with the learning task, indication that they understand what they are to do.</li> </ul>	<ul style="list-style-type: none"> <li>*If asked, students are able to explain what they are learning and where it fits into the larger curriculum context.</li> <li>*The teacher explains content clearly and imaginatively, using metaphors and analogies to bring content to life.</li> <li>*The teacher points out possible areas for misunderstanding.</li> <li>*Students use academic language correctly.</li> </ul>

**DOMAIN 3: INSTRUCTION**  
**Component 3b: Using Questioning and Discussion Techniques**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Using Questions and Discussion Techniques</b>	<p>The teacher’s questions are of low cognitive challenge, with single correct responses, and are asked in rapid succession. Interaction between the teacher and students is predominantly recitation style, with the teacher mediating all questions and answers; the teacher accepts all contributions without asking students to explain their reasoning. Only a few students participate.</p>	<p>The teacher questions lead students through a single path of inquiry, with answers seemingly determined in advance. Alternatively, the teacher attempts to ask some questions designed to engage students in thinking, but only a few students are involved. The teacher attempts to engage all students in the discussion, to encourage them to respond to one another, and to explain their thinking, with uneven results.</p>	<p>While the teacher may use some low-level questions, he poses questions designed to promote student thinking and understanding. The teacher creates a genuine discussion among students, providing adequate time for students to respond and stepping aside when doing so is appropriate. The teacher challenges students to justify their thinking and successfully engages most students in the discussion, employing a range of strategies to ensure that most students are heard.</p>	<p>The teacher uses a variety or series of questions or prompts to challenge students cognitively, advance high-level thinking and discourse, and promote metacognition. Students formulate many questions, initiate topics, challenge one another’s thinking, and make unsolicited contributions. Students themselves ensure that all voices are heard in the discussion.</p>
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*Questions are rapid-fire and convergent, with a single correct answer.</li> <li>*Questions do not invite student thinking.</li> <li>*All discussion is between the teacher and student; students are not invited to speak directly to one another.</li> <li>*The teacher does not ask students to explain their thinking.</li> <li>*Only a few students dominate the discussion.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher frames some questions designed to promote student thinking, but many have a single correct answer, and the teacher calls on students quickly.</li> <li>*The teacher invites students to respond directly to one another’s ideas, but few students respond.</li> <li>*The teacher calls on many students, but only a small number actually participate in the discussion.</li> <li>*The teacher asks students to explain their reasoning, but only some students attempt to do so.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher uses open-ended questions, inviting students to think and/or offer multiple possible answers.</li> <li>*The teacher makes effective use of wait time.</li> <li>*Discussions enable students to talk to one another without ongoing mediation by teacher.</li> <li>*The teacher calls on most students, even those who don’t initially volunteer.</li> <li>*Many students actively engage in the discussion.</li> </ul>	<ul style="list-style-type: none"> <li>*Students initiate higher-order questions.</li> <li>*The teacher builds on and uses student responses to questions in order to deepen student understanding.</li> <li>*Students extend the discussion, enriching it.</li> <li>*Students invite comments from their classmates during a discussion and challenge one another’s thinking.</li> <li>*Virtually all students are engaged in the discussion.</li> </ul>

**DOMAIN 3: INSTRUCTION**  
**Component 3c: Engaging Students in Learning**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Engaging Students in Learning</b>	The learning tasks/activities, materials, and resources are poorly aligned with the instructional outcomes, or require only rote responses, with only one approach possible. The groupings of students are unsuitable to the activities. The lesson has no clearly defined structure, or the pace of the lesson is too slow or rushed.	The learning tasks and activities are partially aligned with the instructional outcomes but require only minimal thinking by students and little opportunity for them to explain their thinking, allowing most students to be passive or merely compliant. The groupings of students are moderately suitable to the activities. The lesson has a recognizable structure; however, the pacing of the lesson may not provide students the time needed to be intellectually engaged or may be so slow that many students have a considerable amount of “downtime.”	The learning tasks and activities are fully aligned with the instructional outcomes and are designed to challenge student thinking, inviting students to make their thinking visible. This technique results in active intellectual engagement by most students with important and challenging content, and with teacher scaffolding to support that engagement. The groupings of students are suitable to the activities. The lesson has clearly defined structure, and the pacing of the lesson is appropriate, providing most students the time needed to be intellectually engaged.	Virtually all students are intellectually engaged in challenging content through well-designed learning tasks and activities that require complex thinking by students. The teacher provides suitable scaffolding and challenges students to explain their thinking. There is evidence of some student initiation of inquiry and student contributions to the exploration of important content; students may serve as resources for one another. The lesson has clearly defined and structure, and the pacing of the lesson provides students the time needed not only to intellectually engage with and reflect upon their learning but also to consolidate their understanding.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*Few students are intellectually engaged in the lesson.</li> <li>*Learning tasks/activities and materials require only recall or have a single correct response or method.</li> <li>*Instructional materials used are unsuitable to the lesson and/or the students.</li> </ul>	<ul style="list-style-type: none"> <li>*Some students are intellectually engaged in the lesson.</li> <li>*Learning tasks are a mix of those requiring thinking and those requiring recall.</li> <li>*Student engagement with the content is largely passive; the learning consists primarily of facts or procedures.</li> </ul>	<ul style="list-style-type: none"> <li>*Most students are intellectually engaged in the lesson.</li> <li>*Most learning tasks have multiple correct responses or approaches and/or encourage higher-order thinking.</li> <li>*Students are invited to explain their thinking as part of completing tasks.</li> </ul>	<ul style="list-style-type: none"> <li>*Virtually all students are intellectually engaged in the lesson.</li> <li>*Lesson activities require high-level student thinking and explanations of their thinking.</li> <li>*Students have an opportunity for reflection and closure on the lesson to consolidate their understanding.</li> </ul>

**DOMAIN 3: INSTRUCTION**  
**Component 3d: Using Assessment in Instruction**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Using Assessment in Instruction</b>	Students do not appear to be aware of the assessment criteria, and there is little or no monitoring of student learning; feedback is absent or of poor quality. Students do not engage in self- or peer assessment.	Students appear to be only partially aware of the assessment criteria, and the teacher monitors student learning for the class as a whole. Questions and assessments are rarely used to diagnose evidence of learning. Feedback to students is general, and few students assess their own work.	Students appear to be aware of the assessment criteria, and the teacher monitors student learning for groups of students. Questions and assessments are regularly used to diagnose evidence of learning. Teacher feedback to groups of students is accurate and specific; some students engage in self-assessment.	Assessment is fully integrated into instruction, through extensive use of formative assessment. Students appear to be aware of, and there is some evidence that they have contributed to, the assessment criteria. Questions and assessments are used regularly to diagnose evidence of learning by individual students. A variety of forms of feedback, from both teacher and peers, is accurate and specific and advances learning. Students self-assess and monitor their own progress. The teacher successfully differentiates instruction to address individual students' misunderstandings.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher gives no indication of what high-quality work looks like.</li> <li>*The teacher makes no effort to determine whether students understand the lesson.</li> <li>*Students receive no feedback, or feedback is global or directed to only one student.</li> <li>*The teacher does not ask students to evaluate their own or classmates' work.</li> </ul>	<ul style="list-style-type: none"> <li>*There is little evidence that the students understand how their work will be evaluated.</li> <li>*The teacher monitors understanding through a single method, or without eliciting evidence of understanding from students.</li> <li>*Feedback to students is vague and not oriented toward future improvement of work.</li> <li>*The teacher makes only minor attempts to engage students in self- or peer assessment.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher makes the standards of high-quality work clear to students.</li> <li>*The teacher elicits evidence of student understanding.</li> <li>*Students are invited to assess their own work and make improvements; most of them do so.</li> <li>*Feedback includes specific and timely guidance, at least for groups of students.</li> </ul>	<ul style="list-style-type: none"> <li>*Students indicate that they clearly understand the characteristics of high-quality work, and there is evidence that students have helped establish the evaluation.</li> <li>*The teacher is constantly "taking the pulse" of the class; monitoring of student understanding is sophisticated and continuous and make use of strategies to elicit information about individual student understanding.</li> </ul>

**DOMAIN 3: INSTRUCTION**  
**Component 3e: Demonstrating Flexibility and Responsiveness**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Demonstrating Flexibility and Responsiveness</b>	He teacher ignores students' questions; when students have difficulty learning, the teacher blames them of their home environment for their lack of success. The teacher makes no attempt to adjust the lesson even when students don't understand the content.	The teacher accepts responsibility for the success of all students but has only a limited repertoire of strategies to use. Adjustment of the lesson in response to assessment is minimal or ineffective.	The teacher successfully accommodates students' questions and interests. Drawing on a board repertoire of strategies, the teacher persists in seeking approaches for students who have difficulty learning. If impromptu measures are needed, the teacher makes a minor adjustment to the lesson and does so smoothly.	The teacher seizes an opportunity to enhance learning, building on a spontaneous event or students' interests, or successfully adjusts and differentiates instruction to address individual student misunderstandings. Using and extensive repertoire of instructional strategies and soliciting additional resources from the school or community, the teacher persists in seeking effective approaches for students who need help.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher ignores indications of student boredom or lack of understanding.</li> <li>*The teacher brushes aside students' questions.</li> <li>*The teacher conveys to students that when they have difficulty learning, it is their fault.</li> <li>*In reflecting on practice, the teacher does not indicate that it is important to reach all students.</li> <li>*The teacher makes no attempt to adjust the lesson in response to student confusion.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher makes perfunctory attempts to incorporate students' questions and interests into the lesson.</li> <li>*The teacher conveys to students a level of responsibility for their learning but also his uncertainty about how to assist them.</li> <li>*In reflecting on practice, the teacher indicates the desire to reach all students but does not suggest strategies for doing so.</li> <li>*The teacher's attempts to adjust the lesson are partially successful.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher incorporates students' interests and questions into the heart of the lesson.</li> <li>*The teacher conveys to students that she has other approaches to try when the students experience difficulty.</li> <li>*In reflecting on practice, the teacher cites multiple approaches undertaken to reach students having difficulty.</li> <li>*When improvising becomes necessary, the teacher makes adjustments to the lesson.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher seizes on a teachable moment to enhance a lesson.</li> <li>*The teacher conveys to students that she won't consider a lesson "finished" until every student understands and that she has a broad range of approaches to use.</li> <li>*In reflecting on practice, the teacher can cite others in the school and beyond whom he has contacted for assistance.</li> <li>*The teacher's adjustments to the lesson, when they are needed, are designed to assist individual students.</li> </ul>



**DOMAIN 4: PROFESSIONAL RESPONSIBILITIES**

**Component 4a: Reflecting on Teaching**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Reflecting on Teaching</b>	The teacher does not know whether a lesson was effective or achieved its instructional outcomes, or the teacher profoundly misjudges the success of a lesson. The teacher has no suggestions for how a lesson could be improved.	The teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional outcomes were met. The teacher makes general suggestions about how a lesson could be improved.	The teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes and can cite general references to support the judgment. The teacher makes a few specific suggestions of what could be tried another time lesson is taught.	The teacher makes a thoughtful and accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes, citing many specific examples from the lesson and weighing the relative strengths of each. Drawing on an extensive repertoire of skills, the teacher offers specific alternative actions, complete with the probable success of different courses of action.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher considers the lesson but draws incorrect conclusions about its effectiveness.</li> <li>*The teacher makes no suggestions for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher has a general sense of whether or not instructional practices were effective.</li> <li>*The teacher offers general modifications for future instruction.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher accurately assesses the effectiveness or instructional activities used.</li> <li>*The teacher identifies specific ways in which a lesson might be improved.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher's assessment of the lesson is thoughtful and includes specific indicators of effectiveness.</li> <li>*The teacher's suggestions for improvement draw on an extensive repertoire.</li> </ul>

**DOMAIN 4: PROFESSIONAL RESPONSIBILITIES**

**Component 4b: Maintaining Accurate Records**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Maintaining Accurate Records</b>	The teacher’s system for maintaining information on student completion of assignments and student progress in learning is nonexistent or in disarray. The teacher’s records for non-instructional activities are in disarray, the result being errors and confusion.	The teacher’s system for maintaining information on student completion of assignments and student progress in learning is rudimentary and only partially effective. The teacher’s records for non-instructional activities and adequate but inefficient and, unless given frequent oversight by the teacher, prone to errors.	The teacher’s system for maintaining information on student completion of assignments, student progress in learning, and non-instructional records is fully affective.	The teacher’s system for maintaining information on student completion of assignments, student progress in learning, and non-instructional records is fully effective. Students contribute information and participate in maintaining the records.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*There is no system for either instructional or non-instructional records.</li> <li>*Record-keeping systems are in disarray and provide incorrect or confusing information.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher has a process for recording student work completion. However, it may be out of date or may not permit students to access the information.</li> <li>*The teacher’s process for tracking student progress is cumbersome to use.</li> <li>*The teacher has a process for tracking some, but not all, non-instructional information, and it may contain some errors.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher’s process for recording completion of student work is efficient and effective; students have access to information about completed and/or missing assignments.</li> <li>*The teacher has an efficient and effective process for recording student attainment or learning goals; students are able to see how they’re progressing.</li> <li>*The teacher’s process for recording non-instructional information is both efficient and effective.</li> </ul>	<ul style="list-style-type: none"> <li>*Students contribute to and maintain records indicating completed and outstanding work assignments.</li> <li>*Students contribute to and maintain data files indicating their own progress in learning.</li> <li>*Students contribute to maintaining non-instructional records for the class.</li> </ul>

**DOMAIN 4: PROFESSIONAL RESPONSIBILITIES**

**Component 4c: Communicating with Families**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Communicating with Families</b>	The teacher provides little information about the instructional program to families; the teacher’s communication about students’ progress is minimal. The teacher does not respond, or responds insensitively, to parental concerns.	The teacher makes sporadic attempts to communicate with families about instructional program and about the progress of individual students but does not attempt to engage families in the instructional program. Moreover, the communication that does take place may not be culturally sensitive to those families.	The teacher provides frequent and appropriate information to families about the instructional program and conveys information about individual student progress in a culturally sensitive manner. The teacher makes some attempts to engage families in the instructional program.	The teacher communicates frequently with families in a culturally sensitive manner, with students contributing to the communication. The teacher responds to family concerns with professional and cultural sensitivity. The teacher’s efforts to engage families in the instructional program are frequent and successful.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*Little or no information regarding the instructional program is available to parents.</li> <li>*Families are unaware of their children’s progress.</li> <li>*Family engagement activities are lacking.</li> <li>*There is some culturally inappropriate communication.</li> </ul>	<ul style="list-style-type: none"> <li>*School- or district- created materials about the instructional program are sent home.</li> <li>*The teacher sends home infrequent or incomplete information about the instructional program.</li> <li>*The teacher maintains a school-required gradebook but does little else to inform families about student progress.</li> <li>*Some of the teacher’s communications are inappropriate to families’ cultural norms.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher regularly makes information about the instructional program available.</li> <li>*The teacher regularly sends home information about student progress.</li> <li>*The teacher develops activities designed to engage families successfully and appropriately ion their children’s learning.</li> <li>*Most of the teacher’s communications are appropriate to families’ cultural norms.</li> </ul>	<ul style="list-style-type: none"> <li>*Students regularly develop materials to inform their families about the instructional program.</li> <li>*Students maintain accurate records about their individual learning progress and frequently share this information with families.</li> <li>*Students contribute to regular and ongoing projects designed to engage families in the learning process.</li> <li>*All of the teacher’s communications are highly sensitive to families’ cultural norms.</li> </ul>

**DOMAIN 4: PROFESSIONAL RESPONSIBILITIES**  
**Component 4d: Participating in a Professional Community**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Participating in a Professional Community</b>	The teacher's relationships with colleagues are negative or self-serving. The teacher avoids participation in a professional culture of inquiry, resisting opportunities to become involved. The teacher avoids becoming involved in school events or school and district projects.	The teacher maintains cordial relationships with colleagues to fulfill duties that the school or district requires. The teacher participates in the school's culture of professional inquiry when invited to do so. The teacher participates in school events and school and district projects when specifically asked.	The teacher's relationships with colleagues are characterized by mutual support and cooperation; the teacher actively participates in a culture of professional inquiry. The teacher volunteers to participate in school events and in school and district projects, making substantial contribution.	The teacher's relationships with colleagues are characterized by mutual support and cooperation, with the teacher taking initiative in assuming leadership among the faculty. The teacher takes a leadership role in promoting a culture of professional inquiry. The teacher volunteers to participate in school events and district projects, making a substantial contribution and assuming a leadership role in at least one aspect of school or district life.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher's relationships with colleagues are characterized by negativity or combativeness.</li> <li>*The teacher purposefully avoids contributing to activities promoting professional inquiry.</li> <li>*The teacher avoids involvement in school activities and district and community projects.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher has cordial relationships with colleagues.</li> <li>*When invited, the teacher participates in activities related to professional inquiry.</li> <li>*When asked, the teacher participates in school activities, as well as district and community projects.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher has supportive and collaborative relationships with colleagues.</li> <li>*The teacher regularly participates in activities related to professional inquiry.</li> <li>*The teacher frequently volunteers to participate in school events and school district and community projects.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher takes a leadership role in promoting activities related to professional inquiry.</li> <li>*The teacher regularly contributes to and leads events that positively impact school life.</li> <li>*The teacher regularly contributes to and leads significant district and community projects.</li> </ul>

**DOMAIN: PROFESSIONAL RESPONSIBILITIES**  
**Component 4e: Growing and Developing Professionally**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Growing and Developing Professionally</b>	The teacher engages in no professional development activities to enhance knowledge of skill. The teacher resists feedback on teaching performance from either supervisors or more experienced colleagues. The teacher makes no effort to share knowledge with others or to assume professional responsibilities.	The teacher participates to a limited extent in professional activities when they are convenient. The teacher engages in a limited way with colleagues and supervisors in professional conversation about practice, including some feedback on teaching performance. The teacher finds limited ways to assist other teachers and contribute to the profession.	The teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill. The teacher actively engages with colleagues and supervisors in professional conversation about practice, including feedback about practice. The teacher participates actively in assisting other educators and looks for ways to contribute to the profession.	The teacher seeks out opportunities for professional development and makes a systematic effort to conduct action research. The teacher solicits feedback on practice from both supervisors and colleagues. The teacher initiates important activities to contribute to the profession.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher is not involved in any activity that might enhance knowledge or skill.</li> <li>*The teacher purposefully resists discussing performance with supervisors or colleagues.</li> <li>*The teacher ignores invitations to join professional organizations or attend conferences.</li> </ul>	<ul style="list-style-type: none"> <li>The teacher participates in professional activities when they are required or provided by the district.</li> <li>*The teacher reluctantly accepts feedback from supervisors and colleagues.</li> <li>*The teacher contributes in a limited fashion to professional organizations.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher seeks regular opportunities for continued professional development.</li> <li>*The teacher welcomes colleagues and supervisors into the classroom for the purposes of gaining insight from their feedback.</li> <li>The teacher actively participates in organizations designed to contribute to the profession.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher seeks regular opportunities for continued professional development, including initiating action research.</li> <li>*The teacher actively seeks feedback from supervisors and colleagues.</li> <li>*The teacher takes an active leadership role in professional organizations in order to contribute to the profession.</li> </ul>

**DOMAIN 4: PROFESSIONAL RESPONSIBILITIES**  
**Component 4f: Showing Professionalism**

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Showing Professionalism</b>	The teacher displays dishonesty in interactions with colleagues, students, and the public. The teacher is not alert to students' needs and contributes to school practices that result in some students being ill served by the school. The teacher makes decisions and recommendations that are based on self-serving interests. The teacher does not comply with school and district regulations.	The teacher is honest in interactions with colleagues, students, and the public. The teacher's attempts to serve students are inconsistent, and unknowingly contribute to some students being ill served by the school. The teacher's decisions and recommendations are based on limited though genuinely professional considerations. The teacher must be reminded by supervisors about complying with school and district regulations.	The teacher displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public. The teacher is active in serving students, working to ensure that all students receive a fair opportunity to succeed. The teacher maintains an open mind in team or departmental decision making. The teacher complies fully with school and district regulations.	The teacher can be counted on to hold the highest standards of honesty, integrity, and confidentiality and takes a leadership role with colleagues. The teacher is highly proactive in serving students, seeking out resources when needed. The teacher makes a concerted effort to challenge negative attitudes or practices to ensure that all students, particularly those traditionally underserved, are honored in the school. The teacher takes a leadership role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards. The teacher complies fully with school and district regulations, taking a leadership role with colleagues.
<b>Critical Attributes</b>	<ul style="list-style-type: none"> <li>*The teacher is dishonest.</li> <li>*The teacher does not notice the needs of students.</li> <li>*The teacher engages in practices that are self-serving.</li> <li>*The teacher willfully rejects district regulations.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher is honest.</li> <li>*The teacher notices the needs of students but is inconsistent in addressing them.</li> <li>*The teacher does not notice that some school practices result in poor condition for students.</li> <li>*The teacher complies with district regulations.</li> <li>*The teacher makes decisions professionally but on limited basis.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher is honest and known for having high standards of integrity.</li> <li>*The teacher actively addresses student needs.</li> <li>*The teacher actively works to provide opportunities for student success.</li> <li>*The teacher willingly participates in team and departmental decision making.</li> </ul>	<ul style="list-style-type: none"> <li>*The teacher is considered a leader in terms of honesty, integrity, and confidentiality.</li> <li>*The teacher is highly proactive in serving students.</li> <li>*The teacher makes a concerted effort to ensure opportunities are available for all students to be successful.</li> </ul>

## Laramie County School District #1 Self-Assessment Worksheet

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

To be used as a resource for additional study, understanding of components, and gathering evidence.

Carefully reflect on your teaching experience and your performance in each of the four domains of teaching. Evaluate yourself as honestly as possible on each element. Refer to the instrumentation in this section of the handbook to help you determine your level of performance.

Key:                      U – Unsatisfactory      B – Basic              P – Proficient              D – Distinguished

<b>Planning and Preparation (Domain 1)</b>				
<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
				1a Demonstrating Knowledge of Content and Pedagogy
				1b Demonstrating Knowledge of Students
				1c Setting Instructional Outcomes
				1d Demonstrating Knowledge of Resources
				1e Designing Coherent Instruction
				1f Student Assessments
<b>The Classroom Environment (Domain 2)</b>				
<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
				2a Creating an Environment of Respect and Rapport
				2b Establishing a Culture for Learning
				2c Managing Classroom Procedures
				2d Managing Student Behavior
				2e Organizing Physical Space
<b>Instruction (Domain 3)</b>				
<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
				3a Communicating with Students
				3b Using Questioning and Discussion Techniques
				3c Engaging Students in Learning
				3d Using Assessment in Instruction
				3e Demonstrating Flexibility and Responsiveness
<b>Professional Responsibilities (Domain 4)</b>				
<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
				4a Reflecting on Teaching
				4b Maintaining Accurate Records
				4c Communicating with Families
				4d Participating in a Professional Community
				4e Growing and Developing Professionally
				4f Showing Professionalism

# Laramie County School District One Track A Summative Evaluation 2023-2024

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Wherever a “U” or “D” is given, comments describing the performance are required.

Key:                    U – Unsatisfactory      B – Basic      P – Proficient      D – Distinguished

<b>Planning and Preparation (Domain 1)</b>				
<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
				1a Demonstrating Knowledge of Content and Pedagogy
				1b Demonstrating Knowledge of Students
				1c Setting Instructional Outcomes
				1d Demonstrating Knowledge of Resources
				1e Designing Coherent Instruction
				1f Student Assessments
<b>The Classroom Environment (Domain 2)</b>				
<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
				2a Creating an Environment of Respect and Rapport
				2b Establishing a Culture for Learning
				2c Managing Classroom Procedures
				2d Managing Student Behavior
				2e Organizing Physical Space
<b>Instruction (Domain 3)</b>				
<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
				3a Communicating with Students
				3b Using Questioning and Discussion Techniques
				3c Engaging Students in Learning
				3d Using Assessment in Instruction
				3e Demonstrating Flexibility and Responsiveness
<b>Professional Responsibilities (Domain 4)</b>				
<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>	
				4a Reflecting on Teaching
				4b Maintaining Accurate Records
				4c Communicating with Families
				4d Participating in a Professional Community
				4e Growing and Developing Professionally
				4f Showing Professionalism



**General Comments:**  
**Commendations and/or concerns:**

**Recommendations/Status:**

- \_\_\_\_\_ One year only assignment: Position must be re-opened or collapsed
- \_\_\_\_\_ Retain
- \_\_\_\_\_ Retain but must show improvement on Track C Awareness or Assistance
- \_\_\_\_\_ Not recommended for following year
- \_\_\_\_\_ Improvement Track C Discipline

**Employee Response:**

- \_\_\_\_\_ I agree with this evaluation.
- \_\_\_\_\_ I disagree with this evaluation. **(Statement Attached)**
- \_\_\_\_\_ I have read the evaluation and have no comment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**Teachers may submit and attach their own written comments.**

## **Track A and B Artifacts**

**The artifacts' purpose is to document attainment of the components of the framework and to stimulate professional conversation. Artifacts will be collected, reviewed and returned annually at the post conference:**

### ***Required Artifacts***

- Copy of teaching certificate
- Communicating with Family Log\*
- Professional Development Log\*
- Questions for Analyzing an Activity
- Lesson Plans\*
- Self-Assessment worksheet

Track A additions:

- Interview Protocol for a Pre-Observation (Planning) Conference
- Interview Protocol for a Post-Observation (Reflection) Conference

Track B additions:

- Professional Growth/Action Research Plan

***Additional Artifacts (may be added at the teacher's option). This list includes but is not limited to:***

- Class activity descriptions, which include correctives and enrichments
- Student evaluation samples
- Examples of student work
- Class schedules
- Instructional artifacts (project guidelines, class or homework assignments, worksheets)

\*Or equivalent approved by supervisor





**Laramie County School District One**  
**Track B**  
**Professional Growth Plan: Guidelines for Development**

I. The staff member and supervisor will identify at least one area for growth with suggestions for professional improvement. The teacher will complete a Self-Assessment Worksheet at the beginning of the year. In consultation with the evaluator, a professional growth goal will be determined. The teacher will consider previous evaluations and supervisor feedback in developing goals. The goals shall derive from the components in the four domains. The goals may also be tied to building and/or district initiatives.

II. Professional Growth Plan

Procedures:

- Complete Self-Assessment Worksheet at beginning of the year
- Draft goals and time lines
- Meet w/evaluator to finalize goals and time lines
- Complete Professional Growth Plan form
- Feedback will occur throughout the year
- Complete a second self-assessment prior to post conference
- Complete Self Reflection on goal sheet
- Meet with supervisor to discuss progress

III. The staff member shall participate at the appropriate level in the collective professional growth activities at the building and district level.

IV. Feedback will occur at the summative conference.

# Laramie County School District #1

## Track B

### Action Research/Inquiry Project Plan: Guidelines for Development

The staff member and supervisor will identify at least one area for growth with suggestions for professional improvement. The teacher will complete a Self-Assessment Worksheet at the beginning of the year. In consultation with the evaluator, an Action Research/Inquiry Project Plan will be determined. The teacher will consider previous evaluations and supervisor feedback in developing the plan. The plan shall derive from the components in the four domains. The plan may also be tied to building and/or district initiatives.

An action research plan or inquiry project may be developed by an individual teacher, or a team of employees may elect to collaboratively develop a plan focusing on the improvement of instruction. The plan may be for one or two years. Annually, a Track B Summative Evaluation will be completed. Revisions to the plan may be completed in consultation with the evaluator.

#### II. Action Research Procedures:

Stage of Action Research	Suggestions
<ul style="list-style-type: none"> <li>• Finding and Framing Research <b>Questions (s)</b></li> <li>• Complete Track B Professional Growth/Action Research Plan Form</li> </ul>	Consider research questions that respond to issues that: involve teaching and learning, you're deeply concerned about, you'd like to do something about, and are doable
<ul style="list-style-type: none"> <li>• Selecting <b>Tools</b></li> </ul>	Consider: <ol style="list-style-type: none"> <li>a. Data collection tools you will use</li> <li>b. If you need to develop any of these tools</li> <li>c. Who you will need permission from</li> <li>d. Who you will need to talk to</li> <li>e. What materials you will need</li> </ol>
<ul style="list-style-type: none"> <li>• Collecting <b>Data</b></li> </ul>	Interview, surveys, student work, teacher artifacts, journals, observational checklists, planning documents
<ul style="list-style-type: none"> <li>• Analyzing <b>Data</b></li> </ul>	Write up what the data shows
<ul style="list-style-type: none"> <li>• Making <b>Conclusions and Recommendations</b></li> </ul>	What changes (if any) do you think should come about as a result of your findings
<ul style="list-style-type: none"> <li>• <b>Presentation</b></li> </ul>	Present your findings to a teaching partner, other staff members, parents, parent organizations, an administrator, any relevant audience

III. The staff member shall participate at the appropriate level in the collective professional growth activities at the building and district level.

IV. Feedback will occur at the summative conference.

Laramie County School District One

## Track B Professional Growth/Action Research Plan

---

Staff member \_\_\_\_\_ Participant(s) \_\_\_\_\_

Building \_\_\_\_\_ Subject \_\_\_\_\_ Length of plan: 1 or 2  
years

Component(s)  
addressed \_\_\_\_\_

SMART Goal or Research Question

- Describe the anticipated impact on student learning or services

1. Methods and Strategies:

- How will you accomplish the goal or investigate the question? (action steps)
- Timeline benchmarks

2. Data

- Describe collection methods

3. Reflection

- What evidence demonstrates progress?
- What did you learn?
- How will you apply learned information?

Staff member(s) signature\_\_\_\_\_

Administrator signature\_\_\_\_\_

Date\_\_\_\_\_

Additional pages may be added. A word processor may be used to write the plan in lieu of this form.



## Questions for Analyzing an Activity or Assignment

Name of Teacher \_\_\_\_\_ School \_\_\_\_\_

Attach activity directions or an assignment that engages students in learning an important concept. This might be a homework assignment, a worksheet, project guidelines, or a problem to solve. After looking at student papers, select several examples of student work in response to the assignment. These should reflect the full range of student ability in the class and should include any feedback you offered to students on their work.

Consider the following questions, as appropriate:

1. What is the concept you intend for your students to learn or explore?
2. How does this assignment “fit” within the prior and future learning of students in this class?
3. Why did you decide to organize the assignment in this manner? That is, how does this approach advance student understanding?
4. Consider the student work, both of the class as a whole and of those for whom you have samples.
  - What does it tell you about their level of understanding?
  - What does it say about their engagement?
5. If you had the opportunity to make this same assignment again, would you do it in the same way? If not, how might you alter it, and why?
6. Given the student work, what do you plan to do next with these students?

## Interview Protocol for a Pre-observation (Planning) Conference

Name of Teacher \_\_\_\_\_ School \_\_\_\_\_

Questions for discussion:

1. To which part of your curriculum does this lesson relate?
2. How does this learning “fit” in the sequence of learning for this class?
3. Briefly describe the students in this class, including those with special needs.
4. What are your learning outcomes for this lesson? What do you want the students to understand?
5. How will you engage the students in the learning? What will you do? What will the students do? Will the students work in groups, or individually, or as a large group? Provide any worksheets or other materials the students will be using.
6. How will you differentiate instruction for different individuals or groups of students in the class?
7. How and when will you know whether the students have learned what you intend?
8. Is there anything that you would like me to specifically observe during the lesson?

## Interview Protocol for a Post-observation (Reflection) Conference

Name of Teacher \_\_\_\_\_ School \_\_\_\_\_

1. In general, how successful was the lesson? Did the students learn what you intended for them to learn? How do you know?
2. If you were able to bring samples of student work, what do those samples reveal about those students' levels of engagement and understanding?
3. Comment on your classroom procedures, student conduct, and your use of physical space. To what extent did these contribute to student learning?
4. Did you depart from your plan? If so, how, and why?
5. Comment on different aspects of your instructional delivery (e.g., activities, grouping of students, materials, and resources). To what extent were they effective?
6. If you had a chance to teach this lesson again to the same group of students, what would you do differently?

**LARAMIE COUNTY SCHOOL DISTRICT NUMBER ONE**  
**Track B Professional Growth/Action Research**  
**Teacher Summative Evaluation 2023-2024**

Teacher's Name \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

Assignment \_\_\_\_\_ Evaluator \_\_\_\_\_

Please indicate whether or not the teacher met the District's expectations in each of the following major performance areas. In addition, please indicate if the goals/research were completed for the year, and attach the Professional Growth/Action Research Plan to this evaluation.

<b>Professional Practice Domain</b>	<b>Meets Expectations</b>	<b>Does Not Meet Expectations</b>
<b>Planning and Preparation</b>	_____	_____
<b>Classroom Environment</b>	_____	_____
<b>Instruction</b>	_____	_____
<b>Professional Responsibilities</b>	_____	_____

Was the Track B plan accomplished? Yes \_\_\_\_\_ No \_\_\_\_\_ In Progress \_\_\_\_\_  
(Two Year Goal)

**Comments:**

**Recommendations/Status:**

- \_\_\_\_\_ One year only assignment: Position must be re-opened or collapsed
- \_\_\_\_\_ Retain
- \_\_\_\_\_ Retain but must show improvement on Track C Awareness or Assistance
- \_\_\_\_\_ Not recommended for following year
- \_\_\_\_\_ Improvement Track C Discipline

**Employee Response:**

- \_\_\_\_\_ I agree with this evaluation
- \_\_\_\_\_ I disagree with this evaluation (**Statement Attached**)
- \_\_\_\_\_ I have read the evaluation and have no comment.

\_\_\_\_\_  
 Employee's Signature                      Date                      Administrator's Signature                      Date

Teachers may submit and attach their own written comments.

**Laramie County School District Number One**  
**Track C**  
**Action Plan for Teacher Improvement**

---

If an area is identified as needing improvement, the following steps shall be documented and followed in succession:

**I. Awareness Phase**

1. The Building Administrator shall inform the member of the unit that he/she may seek representation or assistance from the CTEA or other representation at any time during the process.
2. A meeting, including requested representation shall be held between the teacher and the administrator to discuss the issue. Teachers on Track C will be evaluated via the Track A Summative Evaluation.

**II. Assistance Phase**

1. Supervision (which may include observation) shall be increased with feedback provided and documented.
2. The member of the unit shall be offered the assistance of a peer coach or may request a District-trained peer mentor. The peer coach (or District-trained mentor, if available), shall be mutually agreed upon by the administrator and the member of the unit.

**III. Disciplinary Phase**

1. Reasons for placing a teacher in the Disciplinary Phase include, but are not limited to, the following:
  - Unsatisfactory performance, neglect of duty, insubordination, incompetency, immorality, or any good or just cause.
  - Specific policy or rule violation(s).
2. The Disciplinary Phase begins with a meeting between the teacher and administrator. An employee representative may be present, if desired.
3. The administrator will identify in writing the specific Standard(s), rule, or policy in violation. The teacher will be given an opportunity to respond. Following the discussion, a mutually developed plan of improvement will be developed.
4. Prior to creating a written plan, the administrator shall notify the Assistant Superintendent of Human Resources of the intent to place the member of the unit on a plan of improvement.

5. A written plan of improvement shall be developed by the administrator and the member of the unit. The plan shall:
  - Identify and define areas to be improved;
  - Set goals and objectives for improvement that are reasonable, measurable and achievable;
  - Set timelines;
  - Establish positive and negative consequences;
  - The teacher shall be offered the assistance of a peer coach. The peer coach will be mutually agreed upon by the administrator and the member of the unit;
  - Provide a review.

#### **IV. Monetary Implication**

1. Any member of the unit who is placed on a written plan of improvement during the school year shall not receive any monetary increase the following school year for a period of time equivalent to the time on the improvement plan.
2. Prior to the first paycheck of each school year, the Assistant Superintendent of Human Resources shall communicate, in writing, documentation of any monetary benefits withheld as a result of a plan of improvement.

**Laramie County School District Number One  
Track C  
Action Plan for Teacher Improvement**

<b>Teacher's Name</b>	<b>School/Building</b>
<b>Assignment</b>	<b>Date</b>

**I. Statement of area needing improvement**

**II. Goals and objectives for improvement which are reasonable, measurable, and achievable.**

**III. Timeline**

**IV. Monitoring System**

**V. Final Evaluation**

- \_\_\_\_\_ Successful completion
- \_\_\_\_\_ Continue/Modify
- \_\_\_\_\_ Unsuccessful (Specify next step)

\_\_\_\_\_  
Administrator's Signature    Date

\_\_\_\_\_  
Teacher's Signature    Date



# Appendix A Track C Action Plan For Teacher Improvement Checklist

School \_\_\_\_\_ Administrator \_\_\_\_\_ Employee \_\_\_\_\_

The administrator shall inform the employee that he/she may seek representation or assistance from the CTEA or other representation at any time during the process.

I. Awareness Phase	Started	Completed	Administrator Initial	Employee Initial
<p>A meeting, including requested representation, shall be held between the employee and the administrator to discuss the issue.</p>	_____ <b>Date</b>	_____ <b>Date</b>	_____	_____
<p>II. Assistance Phase</p> <p>Supervision (which may include observation) shall be increased with feedback provided and documented. The employee shall be offered the assistance of a mutually agreed upon peer coach.</p>	_____ <b>Date</b>	_____ <b>Date</b>	_____	_____
<p>III. Disciplinary Phase</p> <p>A. Prior to creating a written plan, the administrator shall notify the Assistant Superintendent of Human Resources of the intent to place the employee on a plan of improvement. Appendix A will be submitted with the written plan of improvement.</p> <p>B. The administrator and the member of the unit shall develop a written plan of improvement that includes a. through f.</p>	_____ <b>Date</b>	_____ <b>Date</b>	_____	_____

The plan shall:

- a. Identify and define areas to be improved;
- b. Set goals and objectives for improvement which are reasonable, measurable, and achievable;
- c. Set time lines;
- d. Establish positive and negative consequences;
- e. Provide a peer coach, mutually agreed upon by the administrator and the member of the unit;
- f. Provide for periodic review of progress.

**IV. Monetary Implication**

The administrator shall notify the employee who is placed on a written plan (Disciplinary Phase, Step III) of improvement during the school year, that he/she shall not receive any monetary increase the following school year for a period of time equivalent to the time on the improvement plan.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Date**

\_\_\_\_\_

\_\_\_\_\_