Professional Staff Continuous Improvement Model

The Plan for Consistent Implementation

Prior to any observations being conducted:

- Principals will meet with all professional staff that will be evaluated to outline the process prior to September 21st.
- At this time, a copy of the Continuous Improvement Model Rubric will be provided for each staff member.
- Each staff member will be asked to review and reflect on their teaching practices. They will be asked to highlight on this form which 'phrases' of each of the elements best matches their current teaching practices.
- This completed form will be handed into the principal by October 1.
- Staff will use the self-evaluation to develop an Individual Growth and Development Plan. They should meet with their principal to discuss and approve their plan prior to October 1. *New staff members to the district should submit their Individual Growth and Development Plan after their first formal observation*. A tenured staff member who is meeting all elements of their role satisfactorily can request to work with an instructional coach in lieu of going through the formal observation cycle once during their 3 year cycle. The principal can choose to approve or deny this request. If the principal approves the staff member's name should be forwarded to the office of the Director of Teaching and Learning Prior to Oct 5. A meeting with the Teaching and Learning Team will happen in early October to approve these requests.
- Instructional Coaches conduct Charlotte Danielson training with all first year Shakopee professional staff to review the rubric and the continuous improvement model with them.

Preparing for Observation:

- Staff member will schedule three separate times with the observing administrator – 30 minutes for pre-observation conference, 60 minutes or one period for observation, and 30 minutes for post-observation conference.

Pre-Observation Conference:

- Staff member will complete the Pre-Observation Conference Form.
- Staff member will bring original and one copy of the Pre-Observation Form, and a copy of their lesson plans to this meeting.
- At this meeting, the staff member's Self-Evaluation Rubric, and Pre-Observation Form will be discussed and focus areas of the observation will be identified.

Observation:

- Administrator will arrive on time, most likely with laptop or iPad.
- During this time, administrator will collect evidence for Domain 2 and 3 (1 and 4 if it presents itself).
- This will include qualitative and quantitative evidence.

Immediately Following Observation:

- Observed staff member will reflect on the lesson that was observed.
- S/he will send a one- or two-paragraph email reflection to the observing administrator highlighting how the addressed (or attempted to address) the HIGH LEVERAGE ELEMENTS (1c; 1e; 2b; 2d; 3b; 3c; 4a)

Post-Observation Conference:

- Prior to this conference, the observing administrator will complete a draft the Observation Report – including “celebrations” and “recommendations”. All evidence will be included on the back side in the Evidence boxes.
- Evidence collected during the “walkthrough” process can also be added to the Observation Report and/or discussed during this conference.
- At this conference, staff will have the opportunity to share reflections based on what they have written, and the evidence as shared by the observer.
- After the reflection conversation has happened, the observer will share what they saw as “celebrations” and “recommendations”. The staff member will also share what they view in these areas. The teacher’s thoughts will be added to the Observation Report at this time.
- In the event the teacher is being referred to HR for the initiation of an assistance plan, the box will be marked, and the process will be discussed with the staff member at this time.
- Both parties will sign the Observation Report, and two copies will be made. The original will be sent to HR, one copy will be provided to the staff member, and one copy will be maintained by the principal.
- THREE of these should be completed for each non-tenure professional staff member on staff each year; ONE of these should be completed for tenured staff that. Observations should be completed within the schedule proposed below.

Probationary Staff	Tenured Staff
1st Observation – by Thanksgiving break	Observation to be completed by Apr 30th
2nd Observation - by the end of Semester 1	
3rd Observation – by the end of Quarter 3	

Note: No Summative Evaluations should be completed prior to March 1

Summary Report

- As a summative evaluation tool, MVAL will be used in cycle year 3 for each tenured staff members. In the case of the probationary staff, it will be used as part of the third observation.
- MVAL report will be completed and discussed in addition to the Observation Report at the final post-evaluation conference. A discussion between the principal and staff member regarding progress made toward the Individual Growth Plan can be had at this time or another meeting prior to the end of the year can be scheduled for this conversation.
- Two copies of the MVAL Report will be made. The original will be sent to HR; one copy to the staff member and one copy will be kept by the observing administrator.

Submission to HR

- Submit original copies of Observation Reports and Summative Evaluations throughout the year as they are completed.
- Include a copy of the signed Summary Evaluation Record when submitting the final Observation Report and Summative Evaluation.