

PCS End of Year Summative Evaluation 2015-2016

	Deadline	Principal	Teacher
Portfolio Artifacts	May 1 – Teacher May 15 - Principal	<ul style="list-style-type: none"> Option to upload any artifacts in Teachscape From each teacher's uploaded <i>Teacher Portfolio</i>, copy and paste their submission into the <i>Special Training</i> box and the <i>Accomplishment and Contributions</i> box of the <i>Plainwell Teacher Evaluation Form</i>. 	<ul style="list-style-type: none"> Required anytime BEFORE May 1 Under <i>Year-End Forms and Evidence</i>: <ul style="list-style-type: none"> ➤ Select <i>Year-End Artifacts – Teacher</i> ➤ Submit <i>Teacher Portfolio – Special Training and Accomplishments and Contributions</i> (document on the district web page) ➤ Option to submit other artifacts
End of Year Evaluation and Conference	May 15	<ul style="list-style-type: none"> Schedule all End of Year Conferences to occur any time after 2 observations and 3 walkthroughs done in Teachscape but no later than May 15. Score all components of rubric in Teachscape. Complete the <i>Plainwell Teacher Evaluation Form</i>. Include required specific performance goals in the appropriate <i>Evaluator Comments / Target Goals</i> boxes Include Student Growth Goal points and final effectiveness rating if student data available. Print two copies. Hold End of Year Evaluation conference (include IDP review if appropriate). Have teacher sign both copies to indicate conference was held. One copy to teacher. Keep one copy. Send final copy to Central Office for personnel files. 	<ul style="list-style-type: none"> Attend End of Year Summative Evaluation conference Sign both copies of Plainwell Teacher Evaluation Form to indicate conference was held Collaborate on the required specific performance goals
Student Growth Points	As soon as data available, but no later than June 21	<ul style="list-style-type: none"> Add Student Growth Goal points when known Resend copy of evaluation to teacher with final points and final effectiveness rating Send final copy to Central Office for personnel files. 	