

Evaluation Process  
for  
Teachers & Administrators  
using the  
Coach/Mentor Rubric

Coach/Mentor Rubric is designed for and recommended for use with certified employees under a teaching contract in a full-time non-teaching role, such as: coaches/mentors, curriculum specialists, clinical professors & other professional development positions.

# Work Flow & Timeline

Step	Online Evaluation Management System Work Flow Action	Responsible Party	Date Due
1	Evaluation Set-up – assigning evaluators	Evaluator	by September 15
2	Evaluation Set-up – assigning evaluation type	Evaluator	by October 15
3	Professional Growth/MSL Plan – submitted	Coach/Mentor	by October 15
4	Professional Growth/MSL Plan – accepted & finalization	Evaluator	by October 31
5	Mid-year Review Meeting – scheduled & held	Evaluator	by January 31
6	Acknowledgement of Mid-year Review Meeting	Coach/Mentor	by January 31
7	Initial End of Year Report – completed & shared	Evaluator	by April 20
8	Acknowledgement of Initial End of Year Report	Coach/Mentor	by April 20
9	Initial End of Year Report Meeting (optional)	Evaluator	by April 20

## Work Flow & Timeline (continued)

Step	Online Evaluation Management System Work Flow Action	Responsible Party	Date Due
10	Acknowledgement of Initial End of Year Report Meeting	Coach/Mentor	by April 20
11	Employee Response to Initial End of Year Report Meeting (optional)	Coach/Mentor	by April 20
12	Finalize Professional Growth/MSL Plan Results	Coach/Mentor	by May 15
13	Final End of Year Report – completed & shared	Evaluator	by May 15
14	Acknowledgement of Final End of Year Report	Coach/Mentor	by May 15
15	Final End of Year Report Meeting (optional)	Evaluator	by May 15
16	Acknowledgement of Final End of Year Report Meeting	Coach/Mentor	by May 15
17	Employee Response to Final End of Year Report Meeting (optional)	Coach/Mentor	by May 15
18	Final Acknowledgement of Completion	Supervisor	by June 30

# Setting Professional Growth/MSL Plan

- **Professional Growth/MSL Plan** – Coaches/Mentors being evaluated using the Coach/Mentor Rubric process are required to set three professional goals as indicated below:
  - Goal 1: Professional Growth Goal – specific coach/mentor action regarding improvement in a Professional Practice Standard or Element (determined by the coach/mentor being evaluated)
  - Goal 2: Professional Growth Goal – specific coach/mentor action regarding improvement in a Professional Practice Standard or Element (determined by the evaluator)
  - Goal 3: Professional Growth S.M.A.R.T. Goal – Individual or collective growth goal related to the specific coach/mentor assignment (mutually determined by evaluator and coach/mentor)
- Following the evaluator assigning evaluation type, the coach/mentor must login to the Online Evaluation Management System to begin goal entry as indicated on the following slide.

## Setting Professional Growth/MSL Plan (continued)

- After login to the Online Evaluation Management System the coach/mentor should select “Edit” next to the current year personal evaluation of the home screen and follow the prompts to enter their Professional Growth/MSL Plan goals.
  - Any field that contains a (\*) must be filled in – the system will not allow you to proceed if not filled-in.
  - When all required fields are completed, select “Submit” at the bottom of the entry page to forward Professional Growth/MSL Plan to evaluator to be reviewed and finalized.
- **Deadline for submitting of Professional Growth/MSL Plan is October 15<sup>th</sup>.**

# Review & Finalize Professional Growth/MSL Plan

- Evaluators must login to the Online Evaluation Management System to review and finalize Professional Growth/MSL Plans submitted by coach/mentors.
  - Select “Act” next to individual coach/mentors on the Staff Evaluations list with “Goals Approval” indicated under the Status column to access the Professional Growth/MSL Plan submitted.
  - Scroll down to review each Professional Growth/MSL Plan goal entry.
  - Select “Submit” to accept and finalize the Professional Growth/MSL Plan as submitted.
  - Select “Reject” if goals are not accepted to return the Professional Growth/MSL Plan to the coach/mentor for change or modification.
    - If evaluator determines changes or modifications are necessary they should have a discussion with the coach/mentor in order to improve any Professional Growth/MSL Plan areas of concern.
- **Deadline for reviewing and finalizing Professional Growth/MSL Plans is October 31<sup>st</sup>.**

# Observations & Walk-throughs

- Evaluators must conduct at least one formal observation for non-probationary coaches/mentors and at least two formal observations for probationary coaches/mentors during the evaluation process.
  - Formal observations must be a minimum of 20 minutes in duration, conducted with knowledge of coach/mentor and include a face-to-face post-observation conference within seven days following the observation.
  - At least one formal observation must be conducted prior to the Mid-Year Review Meeting, which must be held prior to January 31.
- Informal observations and walk-through observations may also be conducted and included in the evaluation process.
  - Informal observations do not require a post-observation but must be followed by written feedback to the coach/mentor within seven days from the observation in order to be used in the evaluation.
  - Walk-through observation are focused classroom visits for brief period of time with written documentation provided to coach/mentor allowing an opportunity for reflection and/or conversation about teaching and learning.
- All observations and walk-throughs should be documented in the Online Evaluation Management System in order to be used in the evaluation (see Mid-year Review Meeting).



# Mid-Year Review Meeting

- Evaluator must schedule and hold a Mid-Year Review meeting with each coach/mentor being evaluated prior to January 31.
  - The purpose of the Mid-Year Review meeting is to provide feedback on performance as measured by the Coach/Mentor Rubric Professional Practice Standards and to discuss progress toward Professional Growth/MSL Plan.
- Evaluators must login to the Online Evaluation Management System to schedule the Mid-Year Review meeting, document observations and walk-throughs, and determine initial ratings for each Coach/Mentor Rubric Professional Practice Standard.
  - Evaluators must provide rationale in the appropriate element “comments” section for any professional practice standard rated “Ineffective”, “Partially Effective”, or “Highly Effective”.
  - Professional Growth/MSL Plan goals are not rated at this time.

## Mid-Year Review Meeting (continued)

- Evaluators must login to the Online Evaluation Management System, select “Edit” next to individual coaches/mentors on the Staff Evaluations list with “Mid-Year In Progress” indicated under the Status column to prepare for and schedule the Mid-Year Review Meeting.
  - When the Continuing Evaluation page opens, scroll down and complete the “Additional Information” section to enter the Mid-Year Review meeting date and add specific observation information, including dates and/or uploading any applicable observation attachments (attachments must be in pdf formatting).
  - Prior to the meeting scroll down to complete initial Coach/Mentor Rubric ratings for each of the six Professional Practice Standards.
    - Initial Professional Practice ratings must be shared with the coach/mentor and reviewed during the Mid-Year Review meeting.
    - Select “Submit” at the bottom of the page when initial professional practice ratings are complete to send the mid-year rubric ratings to the coach/mentor for review in the Online Evaluation Management System.
- **Deadline for Mid-Year Review Meetings to be held and acknowledged by the coach/mentor is January 31<sup>st</sup>.**

# Mid-Year Review Meeting Acknowledgement

- Coaches/Mentors must login to the Online Evaluation Management System to review the initial Coach/Mentor Rubric Professional Practice ratings and acknowledge the information regarding the Mid-year Review meeting.
  - Select “Act” next to the current year personal evaluation to see the Mid-Year Review Report.
  - When the Continuing Evaluation page opens, scroll down reviewing each entry for “Additional Information” section which includes the Mid-Year Review meeting date, specific observation dates and any notes or uploaded observation attachments.
  - Continue to scroll down to review the mid-year Coach/Mentor Rubric ratings for each of the six Professional Practices Quality Standards. Professional Growth/MSL Plan goals are not rated at this time.
- When the review is complete, select “Submit” at the bottom of the page and select “OK” on the pop-up window acknowledging review of the information.
- **Deadline for acknowledgement of the Mid-Year Review Report meetings is January 31<sup>st</sup>.**

# Initial End of Year Review Report

- Evaluators must prepare an Initial End of Year Review Report in the Online Evaluation Management System to be share with the coach/mentor.
  - This report can be shared with coaches/mentors after March 1<sup>st</sup> and must be shared by April 20<sup>th</sup>.
- The Initial End of Year Review Report will include:
  - Final Coach/Mentor Rubric Professional Practices ratings
  - Summary of strengths and weaknesses
  - Professional growth recommendations
  - Dates of observations
  - Recommendation for employment for the following year.

# Initial End of Year Review Report (continued)

- Evaluators must login to the Online Evaluation Management System, select “Edit” next to individual coaches/mentors on the Staff Evaluations list with “EOY In Progress” indicated under the Status column to prepare the Initial End of Year Review Report.
  - When the Continuing Evaluation page opens, scroll down and complete the “Additional Information” section by:
    - Documenting any additional observations and walk-thoughts
    - Determining if the evaluator is requesting an optional meeting with the coach/mentor to review the report
    - Make a future employment recommendation by making a selection from the drop-down menu.
  - Continue to scroll down and update the Coach/Mentor Rubric with final ratings for each Professional Practice Standard.
    - Evaluators must provide rationale in the appropriate element “comments” section for any professional practice standard rated “Ineffective”, “Partially Effective”, or “Highly Effective”.
    - Professional Growth/MSL Plan goals are not rated at this time.

## Initial End of Year Review Report (continued)

- *(continued from previous slide)*
  - Scroll down to the end of the rubric to enter the summary of strengths, concerns and professional growth recommendations.
  - Select “Submit” at the bottom of the page when the Initial End of Year Review Report is completed sending the report to the coach/mentor for review in the Online Evaluation Management System.
- **Evaluators may start Initial End of Year Review Reports beginning March 1<sup>st</sup> and must complete the report and share it with coaches/mentors by April 20.**

# Initial End of Year Review Acknowledgement

- Coach/Mentor must login to the Online Evaluation Management System to review and acknowledge the Initial End of Year Review Report.
  - Select “Act” next to the current year personal evaluation to see the Initial End of Year Review Report.
  - When the Continuing Evaluation page opens, scroll down reviewing each entry for “Additional Information” section which includes:
    - Dates of all observations and walk-throughs associated with the evaluation, including any notes or uploaded observation attachments.
    - Indication by evaluator regarding an optional meeting to review the Initial End of Year Review Report, which must be held within seven work days from receipt of the report.
    - Opportunity for coach/mentor to request an optional meeting to review the Initial End of Year Review Report, which must be held within seven work days from receipt of the report.
    - Evaluator recommendation for future employment.

# Initial End of Year Review Acknowledgement (continued)

- *(continued from previous slide)*
  - Continue to scroll down to review the final Coach/Mentor Rubric ratings for each of the six Professional Practices Quality Standards.
    - Professional Growth/MSL Plan goals are not rated at this time
  - Scroll to the end of the rubric to review the summary of strengths, concerns and professional growth recommendation submitted by the evaluator.
  - The coach/mentor may respond to the Initial End of Year Review Report in using the “Comments” box at the end of the evaluator summary within ten work days from receipt of the report.
  - When the review is complete, select “Submit” at the bottom of the page and select “OK” on the pop-up window acknowledging review of the information.
- **The deadline to review and acknowledge the Initial End of Year Review is ten work days from receipt of the report.**



# Initial End of Year Review Meeting Requests (optional)

- The evaluator or coach/mentor may request a meeting to discuss the Initial End of Year Review Report.
  - Any requested meeting shall be held within seven work days from receipt of the Initial End of Year Review Report.
  - If no meeting is requested, the Initial End of Year Review Report is complete.
- If the coach/mentor does not agree with the final ratings in the Initial End of Year Review Report and requests a meeting, the coach/mentor may provide the evaluator with additional evidence or artifacts to be considered.
  - Additional evidence and artifacts must be provided to the evaluator at least twenty-four hours prior to the requested meeting.
  - A decision on the final Initial End of Year Review Report shall be given to the coach/mentor during the meeting.
  - The coach/mentor must acknowledge receipt of the Initial End of Year Review Report following the meeting by selecting “Submit” in the Online Evaluation Management System.

# Professional Growth/MSL Plan Results

- coach/mentor must login to the Online Evaluation Management System to enter final Professional Growth/MSL Plan results.
  - Select “Edit” next to the current year personal evaluation to access the Professional Growth/MSL Plan.
  - When the Continuing Evaluation page opens, scroll to end of rubric to the Professional Growth/MSL Plan goals and complete the “Supporting Data/Reflection” or “Final Data” section as indicated at the end of each Goal/MSL.
  - When results are entered for all three Professional Growth/MSL Plan goals, select “Submit” at the bottom of the page to send results to evaluator for use in the Final End of Year Report.
- **Deadline for entering Professional Growth/MSL Plan Results is May 15<sup>th</sup>.**

# Final End of Year Review Report Preparation

- Evaluators must login to the Online Evaluation Management System, select “Edit” next to individual coaches/mentors on the Staff Evaluations list with “Final EOY In Progress” indicated under the Status column to prepare the Final End of Year Review Report.
  - This report must be shared with coaches/mentors by May 15.
  - The Final End of Year Review Report will include:
    - Final Coach/Mentor Rubric Professional Practices ratings, summary of strengths and weaknesses, professional growth recommendations, dates of observations and recommendation for employment for the following year from the Initial End of Year Review Report
    - Final ratings for each of the three Professional Growth/MSL Plan goals
    - Final evaluator comments (optional).
    - Opportunity for evaluator to request an optional meeting to review the Final End of Year Review Report with the coach/mentor, which must be held within seven work days from receipt of the report.

# Final End of Year Review Report Preparation (continued)

- *(continued from previous slide)*
  - When the Continuing Evaluation page opens, scroll down to the “Additional Information” section and select “Yes” or “No” to the optional Final End of Year Review Meeting Requested.
    - An evaluator requested optional meeting to review the Final End of Year Review Report must be held within seven work days from receipt of the report.
  - Continue scrolling down to the Professional Growth/MSL Plan section to review the results for each Goal/MSL enter by the coach/mentor and to enter the evaluator final rating for each Goal/MSL.
  - Continue scrolling down to the “Final Evaluator Comments (optional)” section and enter any optional final comments.
  - When the Final End of Year Report is complete, select “Submit” at the bottom of the page to send the report to the coach/mentor for review and acknowledgement.
- **Deadline for submitting the Final End of Year Review Report is May 15<sup>th</sup>.**

# Final End of Year Review Report Acknowledgement

- Coach/Mentor must login to the Online Evaluation Management System to review and acknowledge the Final End of Year Review Report.
  - Select “Act” next to the current year personal evaluation to see the Final End of Year Review Report.
  - When the Continuing Evaluation page opens, scroll down reviewing each entry on the report which includes:
    - Final Coach/Mentor Rubric Professional Practices ratings, summary of strengths and weaknesses, professional growth recommendations, dates of observations and recommendation for employment for the following year from the Initial End of Year Review Report
    - Final ratings for each of the three Professional Growth/MSL Plan goals
    - Final evaluator comments (optional).
    - Opportunity for coach/mentor to request an optional meeting to review the Final End of Year Review Report with the evaluator, which must be held within seven work days from receipt of the report.

# Final End of Year Review Report Acknowledgement

- *(continued from previous slide)*
  - The coach/mentor may respond to the Final End of Year Review Report in using the “Comments” box at the end of the evaluator summary within ten work days from receipt of the report
  - When the review is complete, select “Submit” at the bottom of the page and select “OK” on the pop-up window acknowledging review of the information.
- **The deadline to review and acknowledge the Final End of Year Review is ten work days from receipt of the report.**

# Final End of Year Review Meeting Requests (optional)

- The evaluator or coach/mentor may request a meeting to discuss the Final End of Year Review Report.
  - Any requested meeting shall be held within seven work days from receipt of the Final End of Year Review Report.
  - If no meeting is requested, the Final End of Year Review Report is complete.
- If the coach/mentor does not agree with the final ratings in the Final End of Year Review Report and requests a meeting, the coach/mentor may provide the evaluator with additional evidence or artifacts to be considered.
  - Additional evidence and artifacts must be provided to the evaluator at least twenty-four hours prior to the requested meeting.
  - A decision on the final Final End of Year Review Report shall be given to the coach/mentor during the meeting.
  - The coach/mentor must acknowledge receipt of the Final End of Year Review Report following the meeting by selecting “Submit” in the Online Evaluation Management System.

# Final Acknowledgement of Completion by Evaluation Supervisor

- Evaluation Supervisors must login to the Online Evaluation Management System, select “Acknowledge” next to individual coaches/mentors on the Staff Evaluations list with “Final Acknowledgement” indicated under the Status column to review and provide final acknowledgement of completion of the evaluation.
- After review of the evaluation, the evaluation supervisor will select “Submit” at the bottom of the evaluation report to acknowledge completion of the evaluation process.
- Following final acknowledgement of completion, evaluators and coaches/mentors may download the final evaluation report by selecting “Download” next to the current year evaluation.
- **Deadline for Final Acknowledgement of Completion by evaluation supervisors is June 30<sup>th</sup>.**