**Plan II – Professional Growth**

**Year End Evaluation Form**

*(Completed by teacher and administrator and discussed at the final meeting)*

|  |  |  |
| --- | --- | --- |
| Teacher | School | Grade/Dept./Team |
|       |       |       |

Initial Meeting Date       Evaluation Meeting Date

|  |
| --- |
| Student Achievement/Growth Goal(s) Data:       |
| Best Practice Professional Growth Goal(s) Indicators of Progress:       |
| Other Indicators of Progress:       |

***\*****The goals must include student growth data and standards for effective teacher best practice professional growth. This means that Standard IV and specifically Element 5 Student Growth and Assessment must be addressed on the Year End Evaluation and it must be weighted as 25% of the evaluation.*

**Plan II --- Year End Evaluation Form (continued)**

|  |
| --- |
| Teacher’s comments:       |
| Administrator comments on Student Growth Data (Must be weighted at 25% of the overall evaluation):       |
| Administrator’s comments:       |

[ ]  **Ineffective\*** [ ]  **Minimally Effective\*\*** [ ]  **Effective** [ ]  **Highly Effective** (Check one)

**Total Days Absent (Current School year to date)**

\_\_\_\_\_\_Illness \_\_\_\_\_\_Care of Family \_\_\_\_\_Personal Business \_\_\_\_\_\_Conferences

\_\_\_\_\_\_District Related \_\_\_\_\_\_Other (Please Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**District PD attended (list dates):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teacher’s Signature and Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator’s Signature and Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Personnel File

***\*****If a teacher is rated ineffective on the Year End Evaluation, a Plan III awareness phase document must have occurred prior to April 30.*

***\*\*****If a teacher is rated minimally effective at the Year End Evaluation they will enter an awareness phase for the upcoming year. The Year End Evaluation evaluator will complete the awareness phase documents to begin at the start of the upcoming school year.*

*\*\*\* If a teacher is rated minimally effective or ineffective on the Year End Evaluation, then an IDP must be initiated.*

***\*\*\*\*****The goals must include student growth data and standards for effective teacher best practice professional growth. This means that Standard IV and specifically Element 5 Student Growth and Assessment must be addressed on the Year End Evaluation and it must be weighted as 25% of the evaluation.*

***\*\*\*\**** *Goals should be discussed at the year-end evaluation meeting for the subsequent school year. The teacher should draft goals for the subsequent year.*