



Madison-Champaign  
Educational Service Center  
OTES  
Handbook

REVISED 11/2016

## **Standards Based Teacher Evaluations**

The following general procedures are to be followed:

Formal observations must be at least 30 minutes in length.

Informal classroom observations (walkthroughs) should last at least 3 minutes. Classroom walkthroughs shall not unreasonably disrupt and/or interrupt the learning environment. Data gathered from the walkthrough may be placed on the form designated in Teacher Evaluation Forms. A final debriefing and completed form may be shared with the employee within a reasonable amount of time.

Madison-Champaign ESC defines Local Educational Agency (LEA), measures as required for the Student Growth Measures portion of the evaluation, as Student Learning Objectives (SLOs).

### **Student Growth Measures (LEA measures for category A-C teachers)**

Refer to Ohio Teacher Evaluation System Original Framework which depicts what is described below:

Category A1 teachers instruct Value-Added subjects exclusively. The entire student academic growth factor of the evaluation shall be based on the Value-Added progress dimension.

Category A2 teachers instruct Value-Added courses but not exclusively. Their Value-Added data will be proportionate to their schedule. The LEA measures will be comprised of at least 1 (one) SLO.

Category B teachers have approved vendor assessment teacher level data available that will be used as follows:

- Vendor assessments will count for 10% of the teacher's evaluation
- Remaining 40% will be based on LEA measures

Category C teachers have no teacher level Value-Added or approved vendor assessment data available. They are required to develop at least 2 SLOs. SLOs are equally weighted for a total of 50% Student Growth Measure.

### **Development of SLOs**

Teachers will complete Standards-Based SLOs for courses most representative of their **academic** schedule that will produce a ripple effect in student growth. The ESC encourages teachers to use existing assessments and projects, data, and rubrics when composing SLOs if available.

Teachers will work collaboratively with teachers at their grade level or content area including assessment specialists, seeking feedback on the format of the assessment, types of questions, content focus as well as alignment, stretch, validity and reliability. Collaboration within and outside the ESC is highly encouraged.

The Madison-Champaign Educational Service Center requires Category C teachers to develop 2 Student Learning Objectives (SLOs) that are equally weighted. Therefore each SLO will be weighted as 25% for the

total 50% Student Growth Measures which when added to the 50% on Teacher Performance on Standards generates the Final Summative Rating.

Teachers are to submit all documents to their supervisor for approval. Teachers should use the SLO Template and SLO Template Checklist. These forms are available on ODE website or on the MCESC website under Staff Information under OTES Resources.

SLOs are only approved when all conditions in all areas have been met. Utilizing the feedback from the supervisor, SLOs will be revised by the teacher and resubmitted for further review within the determined ESC timeline.

In the event the supervisor does not approve an SLO that has been submitted twice, the supervisor will determine appropriate supports needed for rewriting and then determine final approval.

The supervisor will utilize the teacher's midyear check to ensure that student growth is on target for the end of the year.

Teachers are encouraged to continually monitor the Ohio Department of Education's website for updates on Guidance Documents regarding selecting assessments, as well as writing and scoring SLOs.

### **Timelines for Full Year SLO Submissions**

1. Teachers will assess and collect data by September 30th.
2. Teachers send SLO to supervisor by October 10th.
3. Supervisor as part of SLO Committee scores SLOs by October 24th.
4. Supervisor submits results of SLO scoring for each teacher to Director of HR by November 2nd.
5. Supervisor notifies each teacher of SLO status by November 2nd.
6. Teacher revises SLO and submits SLOs to Supervisor by November 10th.
7. Supervisor rescores the revised SLOs, notifies teacher and submits results to Director of HR by November 30th.
8. Teacher provides instruction, formative assessment, observations and collects data impacting SLOs mid November - mid April.
9. Supervisor schedules mid-year review and conference with each teacher by February 14th.
10. Teacher collects and submits final data to supervisor by April 15th.
11. Supervisor enters data for each individual teacher by May 1<sup>st</sup>.



# **TEACHER EVALUATION**

**FORMS**

**AND**

**RESOURCES**



Madison-Champaign ESC Classroom Observation Report

Check one - 1  2  3

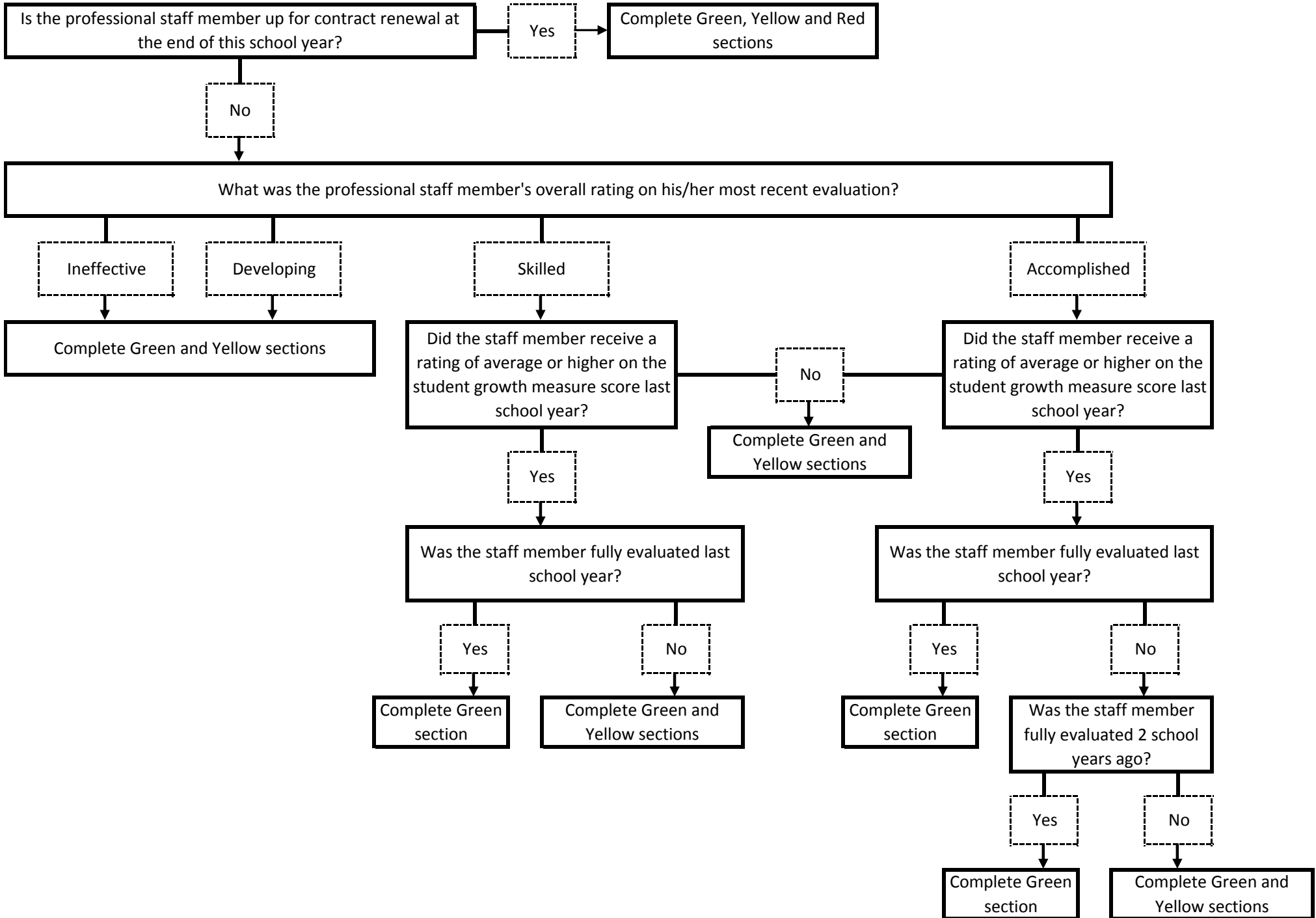
Teacher's Name:	School:	Grade Level /Subject:	
Evaluator's Name:	Observation Date:	Start Time:	End Time:

**Instructions: Please score the teacher's performance at the standard level using the space provided to provide the teacher with relevant evidence and any comments based on the evidence. Evaluators may choose to focus on specific elements reflected in the Teacher's Growth Plan. If so, circle the element(s) in the left hand column that are the focus of the observation.**

Ineffective - I	Developing = D	Skilled = S	Accomplished = A
<b>Instructional Planning</b>		<b>Evidence</b>	
<b>Focus for Learning</b> (Standard 4: Instruction)  Suggested Source of Evidence: Pre-Observation Post-Observation			
<b>Assessment Data</b> (Standard 3: Assessment)  Suggested Source of Evidence: Pre-Observation Post-Observation			
<b>Prior Content Knowledge/Sequence/Connections</b> (Standard 1: Students; Standard 2: Content; Standard 4: Instruction)  Suggested Source of Evidence: Pre-Observation Post-Observation			
<b>Knowledge of Students</b> (Standard 1: Students)  Suggested Source of Evidence: Pre-Observation Post-Observation			
<b>Instruction and Assessment</b>		<b>Evidence</b>	
<b>Lesson Delivery</b> (Standard 2: Content; Standard 4: Instruction; Standard 6: Collaboration and Communication)  Suggested Source of Evidence: Formal Observation			
<b>Differentiation</b> (Standard 1: Students; Standard 4: Instruction)  Suggested Source of Evidence: Pre-Observation Formal Observation Post-Observation			
<b>Resources</b> (Standard 2: Content; Standard 4: Instruction)  Suggested Source of Evidence: Pre-Observation Formal Observation Post-Observation			



# OTES Flowchart





MADISON-CHAMPAIGN ESC EVALUATOR'S TRACKING RECORD FOR TEACHER EVALUATION /OBSERVATION

Teacher Name: \_\_\_\_\_ School Year: \_\_\_\_\_ Evaluator \_\_\_\_\_

Overall Rating on most recent OTES evaluation within last 2 years: (circle one) Accomplished      Skilled      Developing      Ineffective

Rating on Student Growth Measure from most recent school year(for which data is available) \_\_\_\_\_

Contract Year Teachers	Non-Contract Year Teachers with previous rating of Developing or Ineffective	Required for All Teachers (including previous rating of Skilled or Accomplished)	Action	Date Completed	Start Time	End Time	Notes
			Self-Assessment (It is a recommendation for those rated skilled or accomplished)				
			**Professional Growth Plan/Improvement Plan Approved by Supervisor				
			Pre-Conference for Observation #1				
			**Observation #1				
			Post-Conference for Observation #1/Conference for skilled or Accomplished				
	Also includes teachers with rating of Skilled or Accomplished with SGM rating below average	**Walkthrough #1					
		Mid-Year Review and Conference					
		Pre-Conference for Observation #2					
		**Observation #2					
Post-Conference for Observation #2							
**Walkthrough #2							
Contract Year Teachers	Pre-Conference for Observation #3						
	**Observation #3						
	Post-Conference for Observation #3						

**Note to Supervisors/Principals/Coordinators:** By May 1 enter data into eTPES  
 \*\*Attach forms with asterisks to the back of this tracking record. Staple final summative rating form (signed and dated by teacher and supervisor) to the top of these documents. Packet given to Director of HR by May 1.