3220A - EVALUATION

~~Evaluations of the professional staff members shall, when applicable, comply with provisions of a collectively bargained, negotiated agreement. In all cases, evaluations should meet the following condition: Evaluation procedures are established and mutually agreed-upon, and which ensure that the same process is used for similar positions and the confidentiality of the staff member is protected.~~

STRATEGY FOR EVALUATION

The following guidelines should be followed when designing an evaluation plan. (~~See AG 2005 for steps of the strategy and additional guidelines.~~)

A. **Relevant Terms**

1. measurement - determination of the current result and/or performance

2. assessment - comparison of the current result/performance with a desired and/or minimally acceptable level of quality

3. observation - measurement and/or assessment while one or more aspects of the expected result is being produced or created (performance)

4. evaluation - value judgement about the result/performance based on the assessment

B. **Intended Outcome of the Evaluation Plan**

The procedure should produce conclusions that:

1. include those characteristics of a result and/or performance that meet or exceed described standards;

2. include those characteristics that fall below such standards;

3. provide a judgement about the value or worth of the result and/or performance.

Supervisions of professional staff will use Form 3220A F1 for this process.

Career Technical Education Teacher Evaluation Form

Central Nine Career Center
Appendix A

Directions: Use the performance indicator descriptions listed in the Career Technical Education Teacher Evaluation Form to assess the CTE teacher based on the four levels of performance. The CTE teacher and evaluator is to document the supporting evidence and record the performance ratings for each applicable performance indicator. <u>Any performance indicator that is rated at Level 1 or 2 must be included in the Career Technical Education Teacher Remediation Plan.</u>

Performance Indicators

1. Management of Learning Environment
2. Monitoring of Student Learning
3. Career Pathway/Curriculum Mapping
4. Work-Based Learning Opportunities
5. CTE Student Organizations (CTSOs)
6. Literacy Standards in CTE Program
7. Math Integration in CTE Program
8. Technology Integration
9. Professionalism and Professional Development
10. Dual Enrollment Agreements
11. Advisory Committee
12. Completion Rate
13. Placement
14. College Readiness – Dual Credit Attainment
15. Technical Skills Attainment

Performance Levels

Level	Range
Highly Effective	3.46 – 4.00
Effective	2.46 – 3.45
Needs Improvement	1.46 – 2.45
Ineffective	1.00 – 1.45

Career Technical Education Teacher Evaluation Form

1. Management of Learning Environment

Performance Indicators	Evaluator	Teacher
The CTE teacher fosters a culture for student learning. The CTE teacher utilizes classroom management techniques to facilitate student learning. Artifacts for this performance indicator may include: a. Classroom Management Plan b. Seating Chart c. Class Assignment Postings d. Student Expectations Posted e. Safety Guidelines Posted in Lab Areas		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

2. Monitoring of Student Learning

Performance Indicators	Evaluator	Teacher
The CTE teacher incorporates an understanding of how students develop and learn in planning for student learning. The CTE teacher assesses student progress to engage learners in their own growth, to document learner progress, and to guide The CTE teacher's ongoing planning and instruction. The CTE teacher recognizes individual differences in his/her students when creating learning goals. Artifacts for this performance indicator may include: a. Samples of Student Work b. Current Grade Book c. Intervention Planning d. Individual Education Plans (IEP) e. Teacher IEP Implementation Plan		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

3. Career Pathway/Curriculum Map

Performance Indicators	Evaluator	Teacher
The CTE teacher makes sound decisions about what is important for students to learn within and across the subject areas of the curriculum based on his/her knowledge of subject matter and curriculum. The CTE teacher develops, within the framework of state adopted standards and local curriculum, a learning sequence of lessons for units of instruction. Artifacts for this performance indicator may include: a. Lesson and Unit Plans b. Lesson and Unit Artifacts c. Curriculum Map d. State Standards (National Standards)		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

4. Work-Based Learning Opportunities

Performance Indicators	Evaluator	Teacher
The CTE teacher works with community based businesses to provide a formal and structured program to offer work-based learning opportunities. Artifacts for this performance indicator may include: a. Internships/Clinicals/Practicums b. Job Shadowing c. Work-Based Field Trips d. Work-Based Guest Speakers e. Work-Based Classroom Projects		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

5. CTE Student Organizations (CTSOs)

Performance Indicators	Evaluator	Teacher
The CTE teacher leads CTSO that provides students with opportunities for leadership development, competitive events, professional development, and community service. Artifacts for this performance indicator may include: a. Membership b. Meeting, Minutes, Agenda c. Competitions (Local, Regional, State, National) d. Competition Documentation e. Service Learning Projects		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

6. Literacy Standards in CTE Program

Performance Indicators	Evaluator	Teacher
The CTE teacher is mindful of Literacy Standards while utilizing multiple instructional methods to meet student learning objectives while incorporating reading and writing skills. Artifacts for this performance indicator may include: a. Lesson and Unit Plans b. Curriculum Map c. Samples of Student Work d. Program Assessments		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

7. Math Integration in CTE Program

Performance Indicators	Evaluator	Teacher
The CTE teacher is mindful of math strategies while utilizing multiple instructional methods to meet student learning objectives. Artifacts for this performance indicator may include: a. Lesson and Unit Plans b. Samples of Student Work c. Lesson and Unit Artifacts d. Program Assessments		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

8. Technology Integration

Performance Indicators	Evaluator	Teacher
The CTE teacher utilizes technology-based instructional strategies and resources to teach for understanding. Artifacts for this performance indicator may include: a. Web-Based Instruction b. Technology-Based Instruction c. Program Assessments		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

9. Professionalism and Professional Development

Performance Indicators	Evaluator	Teacher

The CTE teacher is a professional who contributes to school effectiveness by collaborating with colleagues, educators, and administration.
 	
The CTE teacher pursues professional development opportunities to stay current with knowledge and practice, learning theories, and instructional strategies to impact student learning.
 	
Artifacts for this performance indicator may include:
 	
  a. Attendance Record
  b. Conferences
  c. Presentations
  d. Staff Training
  e. Continuing Education
  f. Samples of Student Work		

Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

10. Dual Enrollment Agreement

Performance Indicators	Evaluator	Teacher
The CTE teacher, as part of their Program of Study provides students with dual enrollment opportunities with post-secondary institutions. Artifacts for this performance indicator may include: a. MOU with Post-secondary Institution on file b. Dual Credit registration or application forms on file c. Dual Credit Course Syllabi d. Dual Credit End of Course Assessment The Articulation/Dual Credit agreement establishes policies and procedures for academic and technical content alignment, student eligibility for dual credit courses, criteria for awarding postsecondary credit for dual credit courses and criteria for dual-credit teachers.		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form
11. Advisory Committee

Performance Indicators	Evaluator	Teacher
The CTE teacher, as required by the state, must have a minimum of two advisory board meetings per year. Artifacts for this performance indicator may include: a. Member list on file b. Meeting Agendas on file c. Meeting minutes on file d. Donation forms (monetary and materials) c. Documentation showing donation of time of Advisory Committee Members		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

12. Completion Rate

Performance Indicators	Evaluator	Teacher
The CTE teacher works to ensure the student completion within the program of study as defined by the Indiana Department of Education for 3S1 Completion: The number of CTE concentrators who earned a regular secondary school diploma. Artifacts for this performance indicator may include: a. ACTED Agreed Upon Level Report for Completion (3S1) Central Nine Career Center		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form

13. Placement

Performance Indicators	Evaluator	Teacher
The CTE teacher works to ensure that students within program of study are placed in accordance to the Indiana Department of Education definition of placement (5S1). Placement is the number of CTE concentrators who left secondary education and were placed in post-secondary education or advanced training, military service, or employment in the second quarter after leaving secondary education. Artifacts for this performance indicator may include: a. ACTED Agreed Upon Level Report for 5S1 Placement for Central Nine Career Center		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

Career Technical Education Teacher Evaluation Form
14. College Readiness – Dual Credit Attainment

Performance Indicators	Evaluator	Teacher
The CTE teacher works to ensure that students within program of study are college ready by providing dual credit opportunities and state approved end of course assessments for dual credit courses. Artifacts for this performance indicator may include: a. ACTED Agreed Upon Level Report for Dual Credit Attainment for Central Nine Career Center or; b. Central Nine's local agreed upon levels for Dual Credit Attainment		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐	4-Highly Effective

Career Technical Education Teacher Evaluation Form

15. Technical Skills Attainment

Performance Indicators	Evaluator	Teacher
The CTE teacher works to provide students the opportunity to earn an industry credential in addition to their high school diploma. This industry credential is defined in accordance to the Indiana Department of Education definition of Technical Skill Attainment (2S1). Technical Skill Attainment is the number of CTE concentrators who passed state approved technical skill assessments defined for Indiana Career Pathways. Artifacts for this performance indicator may include: a. ACTED Agreed Upon Level Report for 2S1 Technical Skill Attainment for Central Nine Career Center		
Final Rating (Check One)	☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective	

	Performance Indicators	CTE Teacher Performance Level						Comments (Strengths, Weaknesses, Opportunities, Challenges)
1	Management of Learning Environment	1	2	3	4			
2	Monitoring of Student Learning	1	2	3	4			
3	Career Pathway/Curriculum Mapping	1	2	3	4			
4	Work-Based Learning Opportunities	1	2	3	4			
5	CTE Student Organizations (CTSOs)	1	2	3	4			
6	Literacy Standards in CTE Program	1	2	3	4			
7	Math Integration in CTE Program	1	2	3	4			
8	Technology Integration	1	2	3	4			
9	Professionalism and Professional Development	1	2	3	4			
10	Dual Enrollment Agreements	1	2	3	4			
11	Advisory Committee	1	2	3	4			
12	Completion Rate	4	8	12	16			
13	Placement	4	8	12	16			
14	College Readiness – Dual Credit Attainment	4	8	12	16			
15	Technical Skills Attainment	4	8	12	16			
	Total Performance Level Calculations	0.0						☐ 1-Ineffective ☐ 2-Needs Improvement ☐ 3-Effective ☐ 4-Highly Effective

Performance Level

Performance Level	
Highly Effective	3.46 – 4.00
Effective	2.46 – 3.45
Needs Improvement	1.46 – 2.45
Ineffective	1.00 – 1.45

Primary Evaluator: Date:

Teacher: Date:

Career Technical Education Teacher Remediation Plan

Appendix B

All goals and objectives identified in this plan must be achieved within ninety (90) school days.

Teacher: _____
Date Developed: _____

Name of Program: _____
Date Revised: _____

Goals	Performance Indicator(s)	Proposed Action Steps	Goal Achieved (Date)
Using relevant student learning date, evaluation feedback and previous professional development, establish at least three areas of professional growth			
Goal:			
Goal:			

Primary Evaluator: _____ Date: _____

Secondary Evaluator (if assigned): _____ Date: _____

Teacher: _____ Date: _____