

Staff Evaluation Template Examples

Example A: Probationary Grade 4 Teacher

(Evaluation based on Teacher Observation, applicable to standards II, III, IV; and Student Portfolios, applicable to standards I, V, VI, VII)

Evaluation cycle: Probationary teachers are required to be evaluated on all of the NYS Teaching Standards and receive an overall rating on an annual basis.

STANDARDS I, V, VI, VII

The student portfolio measure, based on the process outlined in the STEPS plan, results in a rating of 3 for each applicable standard.

** The teacher should receive a rating of 3 for standards I, V, VI, and VII.*

STANDARDS II, III, IV

Teacher observations, carried out per the process included in the STEPS plan, result in a rating of 4 for each applicable standard.

** The teacher should receive a rating of 4 for standards II, III, and IV.*

OVERALL RATING

Receives an overall rating of 3 based on the process described in the STEPS plan for combining the final standard ratings for all seven NYS Teaching Standards.

** The teacher should receive a rating of 3 for their overall rating.*

DATA SUBMISSION OVERVIEW

	ANNUALLY
STANDARD I	Rating = 3, <i>based on student portfolio</i>
STANDARD II	Rating = 4, <i>based on teacher observations</i>
STANDARD III	Rating = 4, <i>based on teacher observations</i>
STANDARD IV	Rating = 4, <i>based on teacher observations</i>
STANDARD V	Rating = 3, <i>based on student portfolio</i>
STANDARD VI	Rating = 3, <i>based on student portfolio</i>
STANDARD VII	Rating = 3, <i>based on student portfolio</i>
OVERALL RATING	Rating = 3, <i>based on the combination of all seven standards per the STEPS plan</i>

Example B: Tenured High School Algebra Teacher

(Evaluation based on Teacher Observation, applicable to standards II, III, IV; Student Portfolios, applicable to standard I; and a Teacher Project, applicable to standards V, VI, VII)

Evaluation cycle: Per the STEPS plan, tenured high school teachers have a three-year evaluation cycle. Standards I, III, and V are rated in year one; standards II and VI are rated in year two; standards IV and VII are rated in year three. Overall ratings are provided in year three at the conclusion of the evaluation cycle.

STANDARD I

The student portfolio, based on the process outlined in the STEPS plan, results in a rating of 3 for standard I in year one of the evaluation cycle.

** The teacher should receive a rating of 3 for standard I in year one.*

STANDARDS II, III, IV

Teacher observations, carried out per the process included in the STEPS plan, result in a rating of 3 for each applicable standard.

** The teacher should receive a rating of 3 for standard III in year one, 3 for standard II in year two, and 3 for standard IV in year three.*

STANDARDS V, VI, VII

The teacher project, based on the process outlined in the STEPS plan, results in a rating of 2 for each applicable standard to be assigned in the corresponding year of the evaluation cycle.

** The teacher should receive a rating of 2 for standard V in year one, 2 for standard VI in year two, and 2 for standard VII in year three.*

OVERALL RATING

Receives an overall rating of 3 at the conclusion of the evaluation cycle based on the process described in the STEPS plan for combining the final standard ratings for all seven NYS Teaching Standards.

** The teacher should receive a rating of 3 for their overall rating in year three.*

DATA SUBMISSION OVERVIEW

	YEAR ONE	YEAR TWO	YEAR THREE
STANDARD I	Rating = 3 <i>based on student portfolio</i>		
STANDARD II		Rating = 3 <i>based on teacher observations</i>	
STANDARD III	Rating = 3 <i>based on teacher observations</i>		
STANDARD IV			Rating = 3 <i>based on teacher observations</i>
STANDARD V	Rating = 2 <i>based on teacher project</i>		
STANDARD VI		Rating = 2 <i>based on teacher project</i>	
STANDARD VII			Rating = 2 <i>based on teacher project</i>
OVERALL RATING			Rating = 3 <i>based on the combination of all seven standards per the STEPS plan</i>

Example C: Probationary K-5 Art Teacher

(Evaluation based on Teacher Observation, applicable to standards I-VII; Student Portfolios, applicable to standards I-VII; and a Teacher Project, applicable to standards V, VI, VII)

Evaluation cycle: Probationary teachers are required to be evaluated on all of the NYS Teaching Standards and receive an overall rating on an annual basis.

STANDARDS I, II, III, IV

The combination of scores from the student portfolio measure and teacher observations, based on the process described in the STEPS plan, results in a rating of 4 for each applicable standard.

** The teacher should receive a rating of 4 for standards I, II, III, and IV.*

STANDARDS V, VI, VII

The combination of scores from the student portfolio measure, teacher observations, and the teacher project, based on the process described in the STEPS plan, results in a rating of 3 for each applicable standard.

** The teacher should receive a rating of 3 for standards V, VI, and VII.*

OVERALL RATING

Receives an overall rating of 4 based on the process described in the STEPS plan for combining the final standard ratings for all seven NYS Teaching Standards.

** The teacher should receive a rating of 4 for their overall rating.*

DATA SUBMISSION OVERVIEW

	ANNUALLY
STANDARD I	Rating = 4, <i>based on student portfolio and teacher observations</i>
STANDARD II	Rating = 4, <i>based on student portfolio and teacher observations</i>
STANDARD III	Rating = 4, <i>based on student portfolio and teacher observations</i>
STANDARD IV	Rating = 4, <i>based on student portfolio and teacher observations</i>
STANDARD V	Rating = 3, <i>based on student portfolio, teacher observations, and teacher project</i>
STANDARD VI	Rating = 3, <i>based on student portfolio, teacher observations, and teacher project</i>
STANDARD VII	Rating = 3, <i>based on student portfolio, teacher observations, and teacher project</i>
OVERALL RATING	Rating = 4, <i>based on the combination of all seven standards per the STEPS plan</i>

Example D: Tenured Grade 2 Teacher

(Evaluation based on Teacher Observation, applicable to standards I-VII; a Parent Survey, applicable to standards I-IV; Goal Setting and Attainment, applicable to standards V, VI, VII, and a Teacher Project, applicable to standard VII)

Evaluation cycle: Per the STEPS plan, tenured elementary school teachers have a two-year evaluation cycle. Standards I, II, III, and IV are rated in year one; standards V, VI, and VII are rated in year two. Overall ratings are provided in year two at the conclusion of the evaluation cycle.

STANDARDS I, II, III, IV

The combination of scores from teacher observations and the parent survey, based on the process described in the STEPS plan, results in a rating of 3 for each applicable standard.

** The teacher should receive a rating of 3 for standards I, II, III, and IV in year one.*

STANDARDS V and VI

The combination of scores from teacher observations and goal attainment, based on the process described in the STEPS plan, results in a rating of 3 for each applicable standard.

** The teacher should receive a rating of 3 for standards V and VI in year two.*

STANDARD VII

The combination of scores from teacher observations and the teacher project, based on the process described in the STEPS plan, results in a rating of 2 for standard VII.

** The teacher should a rating of 2 for standard VII in year two.*

OVERALL RATING

Receives an overall rating of 3 at the conclusion of the evaluation cycle based on the process described in the STEPS plan for combining the final standard ratings for all seven NYS Teaching Standards.

** The teacher should receive a rating of 3 for their overall rating in year two.*

DATA SUBMISSION OVERVIEW

	YEAR ONE	YEAR TWO
STANDARD I	Rating = 3, <i>based on teacher observations and a parent survey</i>	
STANDARD II	Rating = 3, <i>based on teacher observations and a parent survey</i>	
STANDARD III	Rating = 3, <i>based on teacher observations and a parent survey</i>	
STANDARD IV	Rating = 3, <i>based on teacher observations and a parent survey</i>	
STANDARD V		Rating = 3, <i>based on teacher observations and goal setting and attainment</i>
STANDARD VI		Rating = 3, <i>based on teacher observations and goal setting and attainment</i>
STANDARD VII		Rating = 2, <i>based on teacher observations and teacher project</i>
OVERALL RATING		Rating = 3, <i>based on the combination of all seven standards per the STEPS plan</i>

Example E: Probationary K-5 Principal

(Evaluation based on School Visits, applicable to standards 1, 2, 3; a Staff Survey, applicable to standards 4, 5, 6; Student Outcome Data, applicable to standards 7, 8, 9; and Goal Setting and Attainment, applicable to standard 10)

Evaluation cycle: Probationary principals are required to be evaluated on all of the Professional Standards for Educational Leadership (PSELs) and receive an overall rating on an annual basis.

STANDARDS 1-3

Principal school visits, based on the process outlined in the STEPS plan, result in a rating of 3 for each applicable standard.

** The principal should receive a rating of 3 for standards 1, 2, and 3.*

STANDARDS 4-6

A staff survey, based on the process outlined in the STEPS plan, result in a rating of 3 for each applicable standard.

** The principal should receive a rating of 3 for standards 4, 5, and 6.*

STANDARDS 7-9

Student outcome data, based on the process outlined in the STEPS plan, result in a rating of 3 for each applicable standard.

** The principal should receive a rating of 3 for standards 7, 8, and 9.*

STANDARD 10

Goal setting and attainment, based on the process outlined in the STEPS plan, result in a rating of 4 for standard 10.

** The principal should receive a rating of 4 for standard 10.*

OVERALL RATING

Receives an overall rating of 3 based on the process described in the STEPS plan for combining the final standard ratings for all ten PSELs.

** The principal should receive a rating of 3 for their overall rating.*

DATA SUBMISSION OVERVIEW

	ANNUALLY
STANDARD 1	Rating = 3, <i>based on principal school visits</i>
STANDARD 2	Rating = 3, <i>based on principal school visits</i>
STANDARD 3	Rating = 3, <i>based on principal school visits</i>
STANDARD 4	Rating = 3, <i>based on a staff survey</i>
STANDARD 5	Rating = 3, <i>based on a staff survey</i>
STANDARD 6	Rating = 3, <i>based on a staff survey</i>
STANDARD 7	Rating = 3, <i>based on student outcome data</i>
STANDARD 8	Rating = 3, <i>based on student outcome data</i>
STANDARD 9	Rating = 3, <i>based on student outcome data</i>
STANDARD 10	Rating = 4, <i>based on goal setting and attainment</i>
OVERALL RATING	Rating = 3

, based on the combination of all ten standards per the STEPS plan

Example F: Tenured 9-12 Principal

(Evaluation based on School Visits, applicable to standards 1-7; a Parent Survey, applicable to standards 4-8, and 10; and Goal Setting and Attainment, applicable to standards 7-9)

Evaluation cycle: Per the STEPS plan, the tenured 9-12 principal has a two-year evaluation cycle. Standards 1, 2, 6, 7, 9, and 10 are rated in year one; standards 3, 4, 5, 8 are rated in year two. Overall ratings are provided in year two at the conclusion of the evaluation cycle.

STANDARDS 1-3

Principal school visits, based on the process outlined in the STEPS plan, result in a rating of 3 for each applicable standard.

** The principal should receive a rating of 3 for standards 1 and 2 in year one; and for standard 3 in year two.*

STANDARDS 4-6

The combination of scores from principal school visits and the parent survey, based on the process described in the STEPS plan, results in a rating of 4 for each applicable standard.

** The principal should receive a rating of 4 for standard 6 in year one; and for standards 4 and 5 in year two.*

STANDARD 7

The combination of scores from principal school visits, the parent survey, and goal setting and attainment, based on the process described in the STEPS plan, results in a rating of 3 for standard 7.

** The principal should receive a rating of 3 for standard 7 in year one.*

STANDARD 8

The combination of scores from the parent survey and goal setting and attainment, based on the process described in the STEPS plan, results in a rating of 3 for standard 8.

** The principal should receive a rating of 3 for standard 8 in year two.*

STANDARD 9

Goal setting and attainment, based on the process outlined in the STEPS plan, result in a rating of 4 for standard 9.

** The principal should receive a rating of 4 for standard 9 in year one.*

STANDARD 10

The parent survey, based on the process outlined in the STEPS plan, results in a rating of 3 for standard 10.

** The principal should receive a rating of 3 for standard 10 in year one.*

OVERALL RATING

Receives an overall rating of 3 based on the process described in the STEPS plan for combining the final standard ratings for all ten PSELs.

** The principal should receive a rating of 3 for their overall rating in year two.*

DATA SUBMISSION OVERVIEW		
	YEAR ONE	YEAR TWO
STANDARD 1	Rating = 3, <i>based on principal school visits</i>	
STANDARD 2	Rating = 3, <i>based on principal school visits</i>	
STANDARD 3		Rating = 3, <i>based on principal school visits</i>
STANDARD 4		Rating = 4, <i>based on principal school visits and a parent survey</i>
STANDARD 5		Rating = 4, <i>based on principal school visits and a parent survey</i>
STANDARD 6	Rating = 4, <i>based on principal school visits and a parent survey</i>	
STANDARD 7	Rating = 3, <i>based on principal school visits, a parent survey, and goal setting and attainment</i>	
STANDARD 8		Rating = 3, <i>based on a parent survey, and goal setting and attainment</i>
STANDARD 9	Rating = 4, <i>based on goal setting and attainment</i>	
STANDARD 10	Rating = 3, <i>based on a parent survey</i>	
OVERALL RATING		Rating = 3, <i>based on the combination of all ten standards per the STEPS plan</i>

