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

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

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

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

## 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, based on principal school visits
STANDARD 2	Rating = 3, based on principal school visits
STANDARD 3	Rating = 3, based on principal school visits
STANDARD 4	Rating = 3, based on a staff survey
STANDARD 5	Rating = 3, based on a staff survey
STANDARD 6	Rating = 3, based on a staff survey
STANDARD 7	Rating = 3, based on student outcome data
STANDARD 8	Rating = 3, based on student outcome data
STANDARD 9	Rating = 3, based on student outcome data
STANDARD 10	Rating = 4, based on goal setting and attainment
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 SUBMISS	ON OVERVIEW	
	YEAR ONE	YEAR TWO
STANDARD 1	Rating = 3, based on principal school visits	
STANDARD 2	Rating = 3, based on principal school visits	
STANDARD 3		Rating = 3, based on principal school visits
STANDARD 4		Rating = 4, based on principal school visits and a parent survey
STANDARD 5		Rating = 4, based on principal school visits and a parent survey
STANDARD 6	Rating = 4, based on principal school visits and a parent survey	
STANDARD 7	Rating = 3, based on principal school visits, a parent survey, and goal setting and attainment	
STANDARD 8		Rating = 3, based on a parent survey, and goal setting and attainment
STANDARD 9	Rating = 4, based on goal setting and attainment	
STANDARD 10	Rating = 3, based on a parent survey	
OVERALL RATING		Rating = 3, based on the combination of all ten standards per the STEPS plan

Example A	4	Probationa	ry Grade 4	Teacher (a	nnual e	valuation	cycle requ	iired)																				
Applicable i	neasures ba	sed on the S	TEPS plan:									BAS	SIS OF FINA	AL STANDA	RD RATING	SS												D ON THE
• Teacher (	Observation	- standards	II-IV																						сомві		F ALL 7 ST. STEPS PLA	
<ul> <li>Student F</li> </ul>	ortfolios - s	standards I, \	/-VII																							*assign	ed annually	
							ONLY APPLIC	ABLE TO ED LA	4W 3012D		APPLICABLE 1	TO ED LAW 301	.2E, TEACHE	RS				APPLICABL	LE TO ED LA	W 3012E, PRI	INCIPALS							
EVALUATION	STAFF DISTRICT CODE	STAFF ID	REPORTING DATE	SCHOOL YEAR DATE	EVALUA- TION GROUP CODE	STAFF EVALUA- TION TYPE	STUDENT PERFOR- MANCE	STUDENT PERFOR- MANCE	OBSER- VATION/	VATION/ SCHOOL	TSI_KNOW- LEDGE OF STUDENTS	INSTRUC- TIONAL	INSTRUC-	LEARNING ENVIRON-	TSV_ ASSESS- MENT FOR LEARNING	TSVI_ PROFES- SIONAL RESPON- SIBILITIES	PROFES- SIONAL	MISSION AND	SIONAL	PS3_ EQUITY	PS4_ SYSTEMS FOR ACADEMIC SUCCESS	COM	PS6_ HUMAN CAPITAL	PS7_ PROFES- SIONAL COM- MUNITY	PS8_ FAMILY AND COM- MUNITY	TIONS AND		OVERALL RATING
ANNUALLY	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	TEACHER					3	4	4	4	3	3	3		,			,	,					3

Example B	Tenured High School Algebra Teacher (STEPS plan indicates a 3-year evaluation cycle; year 1 - standards I, III, V; year 2 - standards II, VI; year 3 - standards IV, VII)

Applicable r	neasures ba	sed on the S	TEPS plan:									BAS	SIS OF FINA	AL STANDA	RD RATING	S									OVERA	LL RATING	* IS BASE	ON THE
• Teacher (	Observation	- standards	II-IV																						COMBI	NATION O	F ALL 7 ST	ANDARDS
• Student F	Portfolios - s	tandard I																								PER THE	STEPS PLA	N
• Teacher F	Project - sta	ndards V-VII																							*alwa	ys assigned	l in last year	of cycle
							ONLY APPLIC	ABLE TO ED L	AW 3012D		APPLICABLE T	O ED LAW 301	2E, TEACHER	RS				APPLICABL	E TO ED LAW	3012E, PR	INCIPALS							
EVALUATION	STAFF DISTRICT CODE	STAFF ID		SCHOOL YEAR DATE	EVALUA- TION GROUP CODE	STAFF EVALUA-	PERFOR- MANCE	STUDENT PERFOR- MANCE	OBSER- VATION/ SCHOOL	OPTIONAL OBSER- VATION/ SCHOOL VISIT SCORE	TSI_ KNOW- LEDGE OF STUDENTS	INSTRUC- TIONAL	INSTRUC-	LEARNING ENVIRON-	MENT FOR	SIONAL BESDON	PROFES-	MISSION AND	SIONAL	PS3_ EQUITY AND CRSE	PS4_ SYSTEMS FOR ACADEMIC SUCCESS	PS5_ SCHOOL COM- MUNITY	PS6_ HUMAN CAPITAL	PROFES- SIONAL COM-	PS8_ FAMILY AND COM- MUNITY	TIONS AND		OVERALL RATING
YEAR 1	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	TEACHER					3		3		2						•			•	•	•		
YEAR 2	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	TEACHER		, and the second	, and the second	, and the second		3				2				,			,		,			
YEAR 3	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	TEACHER								3			2											3

Example C	Probationary K-5 Art Teacher (annual evaluation cycle required)
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• Teacher C	bservation	sed on the S - standards standards I-V	I-VII									BAS	SIS OF FINA	AL STANDAF	D RATING	S									сомві	NATION C	G* IS BASEI OF ALL 7 STA STEPS PLAI	ANDARDS
Teacher P	P Teacher Project - standards V-VII  ONLY APPLICABLE TO ED LAW 3012D  APPLICABLE TO ED LAW 3012E, TEACHERS AND APPLICABLE TO ED LAW 3012E, TEACHERS AND APPLICABLE TO ED LAW 3012E, TEACHERS													APPLICABLE	TO ED LAW	' 3012E, PRII	NCIPALS					*assign	ed annually					
EVALUATION	STAFF DISTRICT CODE	STAFF ID	REPORTING DATE	SCHOOL YEAR	EVALUA- TION GROUP CODE	STAFF EVALUA-	PERFOR- MANCE	STUDENT PERFOR- MANCE	OBSER- VATION/	OBSER- VATION/ SCHOOL	STUDENTS	INSTRUC- TIONAL	INSTRUC- TIONAL	LEARNING ENVIRON-	ASSESS- MENT FOR	SIONAL PESDON	PROFES-	MISSION AND	SIONAL	PS3_ EQUITY AND CRSE	FOR ACADEMIC	COM-	PS6_ HUMAN CAPITAL	PS7_ PROFES- SIONAL COM- MUNITY	FAMILY AND COM-	TIONS AND	luous	OVERALL RATING
ANNUALLY	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	TEACHER					4	4	4	4	3	3	3											4

### Example D Grade 2 Teacher (STEPS plan indicates a 2-year evaluation cycle: year 1 - standards I-IV; year 2 - standards V-VII)

Applicable i	measures ba	sed on the ST	TEPS plan:									BAS	SIS OF FINA	AL STANDA	RD RATING	S									OVERA	LL RATING	G* IS BASE	D ON THE
• Teacher (	Observation	- standards	I-VII																									ANDARDS
• Parent Su	urvey - stand	lards I-IV																								PER THE	STEPS PLA	N
• Teacher I	Project - sta	ndard VII																							*alwa	ys assigned	d in last yea	of cycle
							ONLY APPLIC	ABLE TO ED L	AW 3012D		APPLICABLE T	O ED LAW 301	12E, TEACHEI	RS				APPLICABL	LE TO ED LA	W 3012E, PR	INCIPALS							
EVALUATION	STAFF DISTRICT CODE	STAFF ID	REPORTING DATE	SCHOOL YEAR	EVALUA- TION GROUP CODE	STAFF EVALUA- TION TYPE	STUDENT PERFOR- MANCE	STUDENT PERFOR- MANCE	OBSER- VATION/	VATION/ SCHOOL	TSI_ KNOW- LEDGE OF STUDENTS	INSTRUC-	TIONAL	ENVIRON-	ASSESS-	TSVI_ PROFES- SIONAL RESPON- SIBILITIES	PROFES-	MISSION AND	PS2_ PROFES- SIONAL ETHICS	PS3_ EQUITY AND CRSE	PS4_ SYSTEMS FOR ACADEMIC SUCCESS	COM-	PS6_ HUMAN CAPITAL	PROFES- SIONAL COM-	FAMILY AND	TIONS AND	PS10_ CONTIN- UOUS IMPROVE- MENT	OVERALL RATING
YEAR 1	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	TEACHER					3	3	3	3														
YEAR 2	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	TEACHER									3	3	2											3

Example E Probationary K-5 Principal (annual evaluation cycle required) BASIS OF FINAL STANDARD RATINGS Applicable measures based on the STEPS plan: **OVERALL RATING\* IS BASED ON THE** • School Visits - standards 1-3 COMBINATION OF ALL 10 • Staff Survey - standards 4-6 STANDARDS PER THE STEPS PLAN • Student Outcome Data - standards 7-9 • Goal Setting and Attainment - standard 10 \*assigned annually ONLY APPLICABLE TO ED LAW 3012D APPLICABLE TO ED LAW 3012E, PRINCIPALS APPLICABLE TO ED LAW 3012E, TEACHERS PS9\_ OPERA-PS4\_ SYSTEMS FOR ACADEMIC REQUIRED OPTIONAL REQUIRED PTIONAL PS10 PS8\_ FAMILY ASSESS-YEAR OF STAFF STUDENT STUDENT PROFES-CONTIN-TSI\_ KNOW-INSTRUC-PROFES-STAFF OBSER-OBSER-PS6\_ HUMAN SCHOOL LEARNING REPORTING CHOOL YEAR TION PROFES-TIONS INSTRUC-MENT PROFES-OVERALL VALUATION DISTRICT STAFF ID EVALUA-PERFOR-PERFOR-VATION/ VATION/ MISSION EQUITY SIONAL uous LEDGE OF TIONAL SIONAL GROUP SIONAL сом-AND COM 1- AND RESOUR-TIONAL FOR SIONAL YCLE AND CRSE CAPITAL COM-IMPROVE-STUDENTS RESPON-TION TYPE MANCE MANCE SCHOOL SCHOOL AND VISION PLAN-ETHICS MUNITY PRACTICE LEARN-GROWTH SCORE VISIT SCORE VISIT SCORE MUNITY NING SUCCESS SIBILITIES SCORE MENT ANNUALLY NYVENDOR 001234567 6/30/20XX 6/30/20XX 3012e PRINCIPAL

Example F Tenured 9-12 Principal (STEPS plan indicates a 2-year evaluation cycle: year 1 - standards 1,2,6,7,9,10; year 2 - standards 3,4,5,8)																													
Applicable measures based on the STEPS plan:											BASIS OF FINAL STANDARD RATINGS												OVERALL RATING* IS BASED O						
School Visits - standards 1-7																					COMBINATION OF ALL 10 STANDARDS PER THE STEPS PLAN								
Parent Survey - standards 4-8, 10																									SIAN	DARDS PE	K THE STEP	S PLAN	
• Goal Setting and Attainment - standards 7-9															of cycle														
								ONLY APPLICABLE TO ED LAW 3012D				APPLICABLE TO ED LAW 3012E, PRINCIPALS											APPLICABLE TO ED LAW 3012E, TEACHERS						
EVALUATION CYCLE	STAFF DISTRICT CODE	STAFF ID	REPORTING DATE	SCHOOL YEAR DATE	GROUP CODE	STAFF EVALUA- TION TYPE	PERFOR- MANCE	STUDENT PERFOR- MANCE	OBSER- VATION/ SCHOOL	OBSER- VATION/	MISSION AND VISION	SIONAL	EQUITY	PS4_ SYSTEMS FOR ACADEMIC SUCCESS	PS5_ SCHOOL COM- MUNITY	PS6_ HUMAN CAPITAL	PS7_ PROFES- SIONAL COM- MUNITY	PS8_ FAMILY AND COM	TIONS - AND RESOUR-	uous	TSI_KNOW- LEDGE OF STUDENTS	TSII_ INSTRUC- TIONAL PLAN- NING	TSIII_ INSTRUC- TIONAL PRACTICE	TSIV_ LEARNING ENVIRON-	MENT FOR	SIONAL		OVERALL RATING	
YEAR 1	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	PRINCIPAL					3	3				4	3		4	3									
YEAR 2	NYVENDOR	001234567	6/30/20XX	6/30/20XX	3012e	PRINCIPAL							3	4	4			3										3	