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**Overview of the Suggested Teacher Evaluation Process Using the 5D+ and Catholic Identity Rubrics**

**Suggested Evaluation Process**

1. Teacher completes a self-evaluation by the end of October (see [teacher focus-setting template](https://docs.google.com/document/d/1dLJIiRdOfq2cM2yKShjOAVYoziZ_EDgQkY5WY9IKa_k/edit?usp=sharing)) and logs his/her goals and instructional area of focus in the [Teacher Professional Growth Tracker](https://docs.google.com/spreadsheets/d/1kVMW1suMtJY2TWaBwQyZKasfo2T7fDsk2EdUfBGQOGY/edit?usp=sharing).

* 1 instructional focus area related to dimensions 1-5 of the 5D+ rubric
* 1 goal related to dimension 6 (Professional Collaboration & Communication)
* 1 goal related to dimension 7, indicators 1 and/or 4 (Catholic Identity)

\* The instructional focus area does not have to address an entire dimension, rather it might address 3-5 indicators within a single dimension or across multiple dimensions.

\*Principals may ask all teachers to set an instructional focus within specific dimensions. For example, as a school you might work on student engagement. Every teacher would then determine a focus related to student engagement.

2. Principal conducts at least three 10-15-minute walkthrough observations before January, focusing on the teacher’s instructional focus related to dimension 1, 2, 3, 4, and/or 5. For case study teachers, the principal will likely conduct more observations and provide short formative feedback by meeting with the case study teacher to debrief an observation.

3. Teacher completes mid-year reflection by updating the [Teacher Professional Growth Tracker](https://docs.google.com/spreadsheets/d/1kVMW1suMtJY2TWaBwQyZKasfo2T7fDsk2EdUfBGQOGY/edit?usp=sharing). Principal completes mid-year formative evaluation using the mid-year form on the E-Walk online teacher observation platform. This mid-year formative evaluation will focus on the teacher’s area of instructional focus. Teacher and principal meet to discuss. At this point, the teacher might be ready to determine a new area of focus for the second semester. If so, the [focus-setting template](https://docs.google.com/document/d/1dLJIiRdOfq2cM2yKShjOAVYoziZ_EDgQkY5WY9IKa_k/edit?usp=sharing) is updated.

4. Principal conducts at least three more 10-15-minute walkthrough observations before the end of the year, focusing on the instructional focus related to dimension 1, 2, 3, 4, and/or 5. For case study teachers, the principal will likely conduct more observations and provide short formative feedback by meeting with the case study teacher to debrief an observation.

5. Teacher completes end-of-year-reflection by updating the [Teacher Professional Growth Tracker](https://docs.google.com/spreadsheets/d/1kVMW1suMtJY2TWaBwQyZKasfo2T7fDsk2EdUfBGQOGY/edit?usp=sharing).

6. Principal completes teacher’s end-of-year evaluation using the end-of-year evaluation form on the E-Walk online teacher observation platform. Again, this evaluation will focus on the teacher’s area of instructional focus.

**Helpful Resources:**

1. Rubrics:

* [CEL 5D+ Rubric](https://mycatholicschool.org/resources/center-for-educational-leadership-5d-rubric/)
* [Archdiocesan Addendum to Dimension 6, Professional Collaboration and Communication](https://drive.google.com/open?id=1tp5CTERsfOaSn-aDPNlCV0UGUuNJKsWO)
* [Archdiocesan Catholic Identity Rubric for Teachers](https://mycatholicschool.org/resources/archdiocese-of-seattle-catholic-identity-rubric-for-teachers/)

2. Tools for Teacher Goal-Setting:

* [Archdiocesan Teacher Focus-Setting Template](https://docs.google.com/document/d/1dLJIiRdOfq2cM2yKShjOAVYoziZ_EDgQkY5WY9IKa_k/edit?usp=sharing)
* [Archdiocesan Teacher Professional-Growth Tracker](https://docs.google.com/spreadsheets/d/1kVMW1suMtJY2TWaBwQyZKasfo2T7fDsk2EdUfBGQOGY/edit?usp=sharing)
* [Sample Completed Teacher Focus-Setting Template](https://docs.google.com/document/d/1k9yVoS6l2UZewMuzgWaRWnIR7cbz-YnbfzgmVSEDSZc/edit?usp=sharing)

3. Tools for Teacher-Principal Conversations:

* [Planning Conversation Architecture](https://mycatholicschool.org/resources/planning-conversation-architecture/)
* [Next Step Conversation Architecture](https://mycatholicschool.org/resources/next-step-conversation-architecture/)
* [Affirmation Conversation Architecture](https://mycatholicschool.org/resources/affirmation-conversation-architecture/)
* [Reflection Conversation Architecture](https://mycatholicschool.org/resources/reflection-conversation-architecture/)