

# Educator Plans

*(Collective Bargaining Agreement Addendum p. D-3)*

**Developing Educator Plan** shall mean a plan developed by the Educator and the Evaluator for one school year or less for an Educator without Professional Teacher Status (PTS); or, at the discretion of an Evaluator, for an Educator with PTS in a new assignment.

**Self-Directed Growth Plan** shall mean a plan developed by the Educator for one or two school years for Educators with PTS who are rated proficient or exemplary.

**Directed Growth Plan or Improvement Plan** (please consult directly with Primary Evaluator regarding specific timelines which will vary from those listed below)

<b>*DEVELOPING EDUCATOR PLAN TIMELINE</b>	
<b>ACTION ITEM</b>	<b>COMPLETED BY</b>
Evaluator meets with first-year educators to assist in self-assessment and goal setting process	October 1
Educator submits self-assessment and proposed goals	
Evaluator meets with Educators in teams or individually to establish Educator Plans	October 15
Evaluator completes Educator Plans	November 7
Evaluator should complete first observation of each educator	November 15
Educator submits evidence of progress on goals and other standards	No less than 2 weeks before January 15
Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans	January 15
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	Before or after the Formative Assessment Report
Educator submits evidence of progress on goals and other standards	May 1
Evaluator completes all observations and positive feedback visits	May 15
Evaluator completes Summative Evaluation Report	May 15
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	June 2
Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator	June 10
Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt	June 16

**\*Tier 1 Educators (in 1st year of practice or 1st year in a new assignment at Masconomet):**

- At least two announced observations per school year
- At least four unannounced observations per school year
- Unlimited feedback visits

**\*Tier 2 Educators (in 2nd and 3rd years of practice or 2nd and 3rd years as non-PTS Educator at Masconomet):**

- At least one announced observation per school year
- At least three unannounced observations per school year
- Unlimited feedback visits

<b>*SELF-DIRECTED GROWTH PLAN TIMELINE</b>	
<b>ACTION ITEM</b>	<b>COMPLETED BY</b>
Educator submits self-assessment and proposed goals	October 1 (Year 1)
Evaluator meets with Educators in teams or individually to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report meeting in prior school year)	October 15 (Year 1)
Evaluator completes Educator Plans	November 7 (Year 1)
Evaluator should complete first observation of each Educator (in Tier 3 or Tier 4)	November 15
Educator submits evidence of progress on goals and other standards	No Later than May 1 (Year 1)
Evaluator completes observation(s) and feedback visits when possible	No later than May 15
Evaluator completes Formative Evaluation Report	No later than May 15 of Year 1
Evaluator conducts Formative Evaluation Meeting, if any	Before or after the Formative Evaluation Report
Educator submits evidence of progress on goals and other standards	May 1 (Year 2)
Evaluator completes Summative Evaluation Report	May 15 (Year 2)
Evaluator conducts Summative Evaluation Meeting, if any	June 10 (Year 2)
Evaluator and Educator sign Summative Evaluation Report	June 16 (Year 2)

\*With the exception of Summative Evaluation Reports due dates may be waived by the mutual, documented consent of the Evaluator and the Educator. If any due date is a non-school day then the due date will be on the next school day following the due date.

**\*Tier 3 Educators (at least 4th year of practice at Masconomet):**

- At least one and no more than six unannounced observations per evaluation cycle (and no more than four in one year of cycle)
- Unlimited feedback visits

