

### Edison K8 Educator Effectiveness Implementation Timeline

<b>What?</b>	<b>When?</b>	<b>Who?</b>	<b>Details</b>
Identified school level learning goals	Early August 2012	Administrative team and available ILT members	Used Spring 2012 MCAS data
Identified priority elements in the rubric	Early August 2012	Administrative team and available ILT members	Considered district priorities plus school level work
Unpacked priority elements	Early August 2012	Administrative team and available ILT members	Originally talked about these as “non-negotiables” which would be rolled out to teachers
“Summer Institute” PD for teachers planned	Early August 2012	Administrative team and available ILT members	2 days of PD intended to jump-start the major work for the year. We introduced the concept of the “umbrella” to shelter staff from the barrage of initiatives being rolled out. Decided to unpack the rubric with teachers Decided to require grade level teams to set team level student learning goals linked to the school level goal.
Unpacked priority elements with teachers at Summer Institute.	August 28 and 29	Administrators, teachers and some paraprofessionals	Included teacher and student behaviors that could serve as evidence of proficiency.
Self evaluation	9/5/12	Teachers	Reviewed framework for evaluation. Gave teachers a self-evaluation graphic organizer with just the 8 priority elements we had identified.
Team Goal Setting	9/6 – 9/24	Grade level and specialty teams	Teams submitted goals to ILT for feedback and revision, then to evaluators
Action Step Creation	9/24 – 10/24	Grade level and specialty teams	Teams wrote action steps and submitted them to ILT for feedback, evaluators gave final approval.

Focus on objectives	10/1 – 10/30	Evaluators	Admin team created a form specifically for feedback about learning objectives and made sure all teachers got FB at least once during October. Led to a great building wide conversation about objectives.
Artifacts	11/4	Principal	Sent out “Artifacts Under the Umbrella” email to help staff understand purpose of artifacts and to decrease stress. Gave a target of 1 or 2 per standard/goal. Used CPT time for “technical” training.
Formatives	12/1	Evaluators	Planned backwards from February deadline and gave ourselves interim deadlines (e.g. 1/3 completed by 12/22; next 1/3 by 1/22) so that we were not swamped at the end
Progress on Goals	2/1/13	Grade level teams	Teams revisited action steps and reported progress on goals to the ILT. ILT gave feedback and celebrated good work that was happening.
Proficient versus Exemplary	3/5	Teachers and administrators	Unpacked element IID3 by listing evidence for proficient and evidence for exemplary to help us understand the difference between the 2 ratings.
Summatives	4/1	Evaluators	Planned backwards from May 15 <sup>th</sup> deadline to pace the work
Calibration	Weekly	Evaluators	Weekly 1 hour reflection meeting at which we share challenges we are facing with the evaluation process, share feedback we have given or plan for next steps in implementation.