IN-TASS Teacher Appraisal Plan Template

I. Front Page(s)
   A. Vision and Mission (if applicable)
   B. Core Belief Statements
   C. Date of Plan

II. Description of Plan Development Process
   A. District Team Members
   B. Description of IN-TASS training/process
   C. Process for Gathering Feedback
   D. Communication Plan

III. Introduction and Purpose of Teacher Evaluation
   A. IN-TASS Guiding Principles
   B. Components required by legislation
      1. Annual
      2. Rigorous measures of teacher effectiveness
      3. Annual designation in one of four categories (highly effective, effective, improvement needed and ineffective)
      4. A provision that a teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective
      5. Use of ISTEP as “significant” measure for teachers grades 4-8
   C. General Overview of Evaluations
      1. Weights for Professional Practice and Student Learning
      2. Evaluation Timeline

IV. Components of Evaluation System
   A. Professional Practice Evaluation
      1. Rubric for Teachers
      2. Rubric for Other Certified Staff
      3. Qualifications and Description of Evaluators
      4. Formal Evaluations
         a. Duration
         b. Number/Year
      5. Informal Evaluations
         a. Duration
         b. Number/Year
      6. Pre and Post Conferences
   B. Student Learning Evaluation
      1. Standards for Decisions on Assessments
      2. System for Measuring Student Learning
         a. Measures for tested areas
         b. Measures for non-tested areas
         c. Weights for student learning
      3. Extenuating Circumstances Description
      4. Student Learning Measures for Non-teaching Staff
      5. Converting Student Learning to Teacher Ratings

V. Data Collection, Storage and Analysis
   A. Process for Tracking Data

VI. Professional Development/Remediation Plan
   A. Training for Evaluators
   B. PD Plan to Support New and/or Struggling Teachers
   C. Process to Tie Results of Evaluations to District PD

VII. Summative Conference/Scoring
   A. Scoring matrix/explanation
   B. Process for Gathering Data/Artifact/Other Evidence

VIII. Oversight Process
   A. Annual Review of Appraisal Plan
      1. Plan for gathering feedback
      2. Data analysis of district data
   B. Process to Resolve Discrepancies/Anomalies

IX. Definitions (if applicable)

X. Forms

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