

## Did you know...?

- The Professional Teacher Evaluation Plan (PTEP) is the only evaluation that is to be used to evaluate teachers covered under the Collective Bargaining Agreement.
- The PTEP is a formative evaluation, designed to help administrators and teachers improve teaching.
- The PTEP is a flexible evaluation, giving teachers and administrators the ability to personalize a plan to suit each teacher's needs.

## PTEP Advice

### 1. Read the PTEP.

The plan is 48 pages in length, but the first 15 pages have the most important information you will need to know right away. After page 15, you will find forms and a set of rubrics for the performance indicators.

### 2. Know the Dates.

Find the cycle of events and input the appropriate dates into your planner according the school year calendar.

Pre-Evaluation Conference

Observations and Feedback

Notice of Unsatisfactory/Ineffective Rating Deadline

End of the Year Conference.

### 3. Prepare yourself in Advance.

The PTEP requires collaboration between you and your administrator. The amount of input an administrator is justified in developing your goals depends upon the observations and feedback given during the previous and current evaluation cycle. In most situations, administrators will work favorably with a teacher who is proactive in determining the selection of goals, measurements of student growth and perception surveys.

A proactive approach can begin during the summer break, or even earlier. You can then present your plan to the administrator before or during the Pre-Evaluation Conference. Be prepared to offer justification for you plan. Most administrators will receive well-made plans positively.

Here are 6 suggestions for developing your PTEP:

Tailor the plan to fit your needs as a teacher

Where do you feel you need to improve the most?

Are you involved in a school or district initiative?

Do you work with a team of grade level/subject area cohorts?

Determine the 2 goals that will be part of the plan

Read the plan to choose goals written as Performance Indicators under the 5 Standards

Read the plan to understand how to choose goals from the 5 Standards each year

Choose your measurement of student growth

Using the same test each year may increase the reliability of data

Choose or develop your perception surveys for students and parents

Decide when you will give surveys and when you will collect the data

Decide whom you want to be your evaluator.

In most plans, this is the administrator

Decide how and when you will collect all the data from measurements and surveys, and decide how you will present this data at the End-of-the-Year Conference. When presenting the data, simply give the final, cumulative, and/or average data sets.

#### **4. Keep Records**

Keep personal files for each year's PTEP and any supporting documents. You will need them for future use.

Keep a file of Goals chosen each year to help in choosing future Goals.