<u> </u>	<u>eacher Evaluation</u>	
	DISTRICT/CHARTERS Tasks	PED Tasks
NMTEACH EES PLANS updates		
Amend EES plans according to the August 3 MEMO	August 14-September 14	Confirm- September
		30
STUDENT ACHIEVEMENT		
Teacher Assignment/Course/Roster Data Review through TSDL (aka Accuroster) Window	District Data Confirmation September 1-October 15, 2015	
<ul> <li>Training Guidance for TSDL Data Review (webinar and regional training)</li> </ul>		August 24, 2015
<ul> <li>Districts/Charters will review teacher and course assignment data, including student rosters, that will be used to establish Student Achievement Measures (STAM) on NMTEACH Summative Evaluations</li> </ul>		
Districts share assignment/course data with principals	Santamban 14 Ostaban 20, 2015	November 1, 2015
<ul> <li>Gather Interim Assessment (NWEA, Discovery, STAR, Riverside) Data via</li> <li>Electronic Upload</li> <li>Guidance out to LEAs</li> </ul>	September 14-October 30, 2015	September 10, 2015
OBSERVATIONS		
<ul> <li>Observations are considered complete when:</li> <li>Observations conducted and submitted to teachers through Teachscape</li> <li>Feedback provided to teacher by principal</li> </ul>		

Teacher acknowledges receipt of observation		
Principal finalizes observation in Teachscape to ensure		
points are awarded on NMTEACH summative evaluation		
3 Observation Cycle (OPTION 1)		Calibratio
<ul> <li>Observation 1</li> </ul>	November 1, 2015	Training-
<ul> <li>Observation 2</li> </ul>	January 20, 2016	Ongoing
<ul> <li>Observation 3</li> </ul>	April 15, 2016	
2 Observation Cycle (OPTION 2)		
<ul> <li>Observation 1</li> </ul>	December 20, 2015	
<ul> <li>Observation 2</li> </ul>	April 15, 2016	
2 Observation Cycle (OPTION 3-Outside observer)		
<ul> <li>Observation 1</li> </ul>	December 20, 2015	
<ul> <li>Observation 2</li> </ul>	April 15, 2016	
MULTIPLE MEASURES		
Domains 1 and 4 are considered complete when:		
<ul> <li>Domains 1 and 4 review conducted, scored, and</li> </ul>		
submitted to teacher		
<ul> <li>Feedback provided by principal</li> </ul>		
<ul> <li>Teacher acknowledges receipt of observation</li> </ul>		
• Principal finalizes (confirms) observation in Teachscape to		
ensure points are awarded on NMTEACH summative		
evaluation. All data that has been entered into		
Teachscape as of April 15, 2016 will be pulled for the		
NMTEACH summative rating.		
Domains 1 and 4		
<ul> <li>Only 1 submission for each of these two domains is necessary per school year</li> </ul>	April 15, 2016	
	Charter Reporting/Verification Deadline	
Charter Flexibility Multiple Measure Data Submission	April 15, 2016	
Teacher Attendance Reporting	District Reporting/Verification Period	
<ul> <li>April 16, 2015-April 15, 2016</li> </ul>	•September 15, 2015 -October 15, 2016	
	(1 <sup>st</sup> window report absences from April 16, 2015 through	

NMTEACH Student and Parent Surveys (issued by UNM)	September 15, 2015)  •March 21-April 22, 2016 (2 <sup>nd</sup> window report absences September 16, 2015 through April 15, 2016)  • May be submitted as soon as available. Do not wait until April 22 to submit.  Window Open	
Fall Student Surveys (Semester and Block Schedules)	November 24, 2015-December 11, 2015  January 11, 2016-March 11, 2016	Data available January 15 2016
<ul> <li>Spring Student and Parent Surveys (all schedules)</li> </ul>		Data available April 1, 2016
2015-2016 Summative Reports Available to Districts/Charters	May 2, 2016	
<u>P</u>	rincipal Evaluation	
Student Achievement Measures (STAM)		1
School Grade Report Card Observations	Available Fall 2015	
See observation timelines for teachers	Districts may move up timelines, or use partial data from the observation process to complete principal summative reports	
Multiple Measures		
HOUSSE Competencies conducted by Superintendent/Supervisor  • HOUSSE Forms A and B (prior to 40 <sup>th</sup> day)	http://ped.state.nm.us/ped/NMTeachDocs/Toolbox/housse_a.pdf	
	http://ped.state.nm.us/ped/NMTeachDocs/Toolbox/housse b.pdf	

HOUSSE Form C	May be completed as early as February, 2016	
	http://ped.state.nm.us/ped/NMTeachDocs/Toolbox/housse c.pdf	
HOUSSE Form D	May be completed as early as February, 2016	
	http://ped.state.nm.us/ped/NMTeachDocs/Toolbox/housse_d.pdf	
Recommended timeline		
<ul> <li>HOUSSE Forms A and B</li> </ul>	Prior to October 1, 2015	
<ul><li>Midyear review</li></ul>	January – February, 2016	
o HOUSSE Form C	April, 2016	Data
<ul><li>HOUSSE Form D</li></ul>	April, 2016-June, 2016	available
		March 4,
Teacher Surveys	January 4, 2016- February 12, 2016	2016
Final Summative Report	Recommended April-June, 2016	
Final Principal Evaluation Data Submitted to PED	July 1, 2015-July 31, 2016	