

ALABAMA STATE DEPARTMENT OF EDUCATION
PROCEDURE - FORMATIVE EVALUATION PROCESS DEVELOPED BY A LOCAL EDUCATION AGENCY

2010 -2011

Beginning in fall 2011, any local education agency (LEA) superintendent electing to implement a locally developed formative evaluation process (rather than implementing the refined EDUCATEAlabama formative evaluation process), should provide formal correspondence, submitted annually to:

Dr. Thomas R. Bice
Deputy State Superintendent of Education
Alabama Department of Education
P.O. Box 302101
Montgomery, AL 36130-2101

Correspondence should be submitted not later than September 1 and the local superintendent will receive electronic notification of the SDE's receipt/acceptance of the locally developed process. This information will be used to inform the SDE's data collection system related to LEA educator evaluations. If you have questions, contact Ms. Chris Wilson at 334-353-8646.

The superintendent's correspondence should provide assurance that the following SDE criteria for a locally developed formative evaluation process for educators will be and/or has been established for the current year:

Educator Information - On file at LEA for each educator on full evaluation cycle for current year

- o Educator's Name - First/Middle/Last
- o Date of birth (DOB)
- o Social security number
- o Identify novice, non-tenured, veteran/tenured
- o University preparatory program completed
- o LEA and school
- o Grade level
- o Content area
- o Type of certificate held
- o Name of instructional leader evaluating
- o Instructional leader's position

Formative Evaluation Process

LEA's method for documenting that the following will be and/or has been completed:

Beginning - Academic year

- A self-assessment using the Alabama Quality Teaching Standards (AQTS) and the Alabama Continuum for Teacher Development (Continuum).
- Initial dialogue between the educator and instructional leader discussing the completed self-assessment.
- Completed Professional Learning Plan (PLP), based on the self-assessment and initial dialogue.

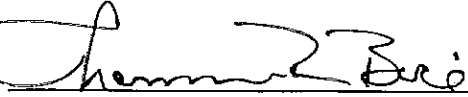
During - Academic year

- Two unannounced observations and subsequent dialogues based on PLP content.
- Professional study supporting the PLP content.

End - Academic year

- PLP summary and close-out.

SDE Approved for Dissemination



Dr. Thomas R. Bice
Deputy State Superintendent of Education

9/20/10

Date