

ADVANCE: **Measures of Teacher Practice**



Policy Guidance for End of Year Requirements:

- **Summative End of Year Conferences**
- **MOTP Scoring Process**
- **Artifact Rating Process**

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Summative End of Year Conferences

What:

All *Advance*-eligible teachers participate in a face-to-face Summative End of Year Conference with their AP or principal. The purpose of the collaborative conversation is to review feedback and ratings from observations of practice, as well as teacher-submitted artifacts, and to identify areas of improvement and next steps toward the teacher's continued professional growth. Evaluators may schedule conferences before all of a teacher's observations are complete, and must have copies of all completed Forms 1 and 2 available for review. The information below will help you prepare for a meaningful conversation.

"[These are] real conversations about teaching, breaking boundaries between administrators and teachers where we become educators with the same focus: our students' learning."

—NYC Elementary Principal

When:

Summative End of Year Conferences are held between the last Friday in April and the last Friday in June (in 2013-2014, **April 25th–June 20th**), absent extraordinary circumstances. *Note that, unlike Initial Planning Conferences, evaluators are not required to hold Summative End of Year Conferences at a mutually agreed upon time but are encouraged to accommodate teacher schedules whenever possible.*

What happens during the Summative End of Year Conference?

- **Observation and Evidence Review:** The teacher and evaluator discuss classroom observations conducted to date and evidence of teaching and learning collected throughout the year. All completed observation reports (Evaluator Form 2) for formal and/or informal observations must be available at the Summative End of Year Conference; these serve as a reference point for a meaningful discussion about the teacher's development.
- **Artifact Review:** Evaluators are required to bring all teacher-submitted artifacts to the Summative End of Year Conference; it is recommended that teachers also bring copies of the artifacts they submitted. The teacher and evaluator discuss the artifacts, any completed artifact rating forms (Evaluator Form 1), questions and/or clarifications regarding the artifacts submitted, and any outside evidence collected so far that the evaluator is including as part of the End of Year Artifact Rating.
- **Next Steps for Development:** The Danielson 2013 *Framework for Teaching* serves as the common language for a discussion of areas of improvement that were observed throughout the school year and what next steps should be taken for future growth. If the teacher set optional goals at the start of the school year, the results of those goals may also be discussed for professional development purposes.

What happens after the Summative End of Year Conference?

The evaluator produces a final Evaluator Form 1 (marking "End of Year Artifact Rating") within 10 school days of the Summative End of Year Conference, with ratings for at least one component in Domains 1 and/or 4. It is signed by both the teacher and evaluator and placed in the teacher's file. **Measures of Teacher Practice ratings, which are worth 60% of a teacher's overall rating, are finalized between the Summative End of Year Conference and June 26, 2014;** Measures of Student Learning ratings, worth 40% of a teacher's overall rating, and each teacher's final *Advance* rating will be provided no later than September 1st.

Best Practices for Summative End of Year Conferences

To have a successful conversation, it is recommended that teachers and evaluators:

- **Set and follow an agenda.**
 - Review observations to date
 - Discuss submitted artifacts
 - Identify teacher growth and next steps
- **Ground the conversation in data.**
 - Discuss student data
 - Reflect on how the evaluation and development work of the year supported teachers to grow professionally
- **Focus on development.**
 - Identify areas of strength and improvement
 - Discuss and prioritize most important growth areas that will help teachers to meet students' learning needs
 - Reflect on professional goals set at the beginning of the year, if applicable

For additional implementation tips, see **At a Glance: Best Practices for Summative End of Year Conferences** on the *Advance* [Measures of Teacher Practice Intranet](#) page.