

DPS Teacher Appraisal Process Summative Rating Form  
Instructions Sheet

**To use this workbook:**

- 1 Re-save this workbook to a safe place. The file name should include the teachers name and year of evaluation. For example, Jones\_2012\_Evaluation Workbook
- 2 Once saved, click on the Rating Input worksheet below and change the date at the correct column for the observation you are completing. You will choose where it says "Observation Cycle" and place the date in mm/dd/yyyy format.
- 3 Work through the domains and replace "Not Yet Rated/Not Required" with the appropriate rating. The cells are populated with drop down menus, and to use them click the small arrow to the right of the cell. EVERY cell for a observation should be filled with a rating.
- 4 Once the observation/rating is completed, be sure to click save.
- 5 The Data Summary/Teacher Sheet worksheets will populate and calculate the ratings automatically. These worksheets are protected.  
Teacher Sheet is the summary sheet that can be printed to show teachers their numerical summary scores at the Summative Conference. HOWEVER, IT IS UP TO THE EVALUATOR
- 6 TO APPLY THE QUALIFIERS AND BANDS TO IDENTIFY WHICH SUMMATIVE RATING (EXCELLENT, PROFICIENT, NEEDS IMPROVEMENT OR UNSATISFACTORY) THE TEACHER HAS EARNED.

**Notes about Calculations**

- \* All Sheets are protected and if a cell is shaded in, it is also protected. If the cell is white, you can make changes. Those changes are limited to rating and comments.
- \* The Data Summary sheet does include columns with the number 0 in them. The formulas disregard any cell that includes a 0; those values are not included in the averages of the measures. (The formulas start with the number of ratings possible over 4 cycles, then removes the ratings from the cycles not required/completed.)

**Policies to Remember**

**A** Consult the table below or the Teacher Appraisal Process Manual to identify how many observations are required for each teacher at your school.

Type of teacher	Number of scheduled observations	Number of unscheduled observations*	Frequency of summative evaluations
First year teachers	2	2	Annually
Non-tenured teachers	2	1	Annually
Tenured teacher with unsatisfactory or needs improvement rating	2	1	Annually
Tenured teacher with proficient or excellent rating	1	1	Every 2 years

\*Administrators and teachers have the option to request an additional unscheduled observation at their discretion.

**B** Table 5 in the Teacher Appraisal Process Manual provides the recommended timeline for conducting teacher evaluations.

**C** The Teacher Sheet generates a Summative Rating Raw Score in a numeric form. After that number is generated, evaluators must check the qualifiers and band numbers to identify a teacher's Final Summative Rating.

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Summative Rating	Qualifiers	Band*
Excellent	<ul style="list-style-type: none"><li>• No Unsatisfactory ratings</li><li>• No more than 2 Needs Improvement ratings</li></ul>	3.70 – 4.00
Proficient	<ul style="list-style-type: none"><li>• No Unsatisfactory ratings</li><li>• At least 75% of ratings in each domains Proficient or Excellent</li></ul>	2.75 – 3.69
Needs Improvement	<ul style="list-style-type: none"><li>• No more than 25% of ratings in any one domain are Unsatisfactory</li></ul>	2.50 – 2.74
Unsatisfactory		Anything below 2.49

**D** Be sure to input the number of days a teacher is absent on the Rating Input worksheet. This number will automatically be recorded on the Data Summary Sheet and Teacher Sheet.

Rating Input  
Decatur Teacher Appraisal Summative Rating Form.xlsx

	Observation Cycle 1	Observation Cycle 2	Observation Cycle 3	Observation Cycle 4
<b>Domain 1: Planning and Preparation</b>				
1a: Demonstrating Knowledge of Content and Pedagogy	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
1b: Demonstrating Knowledge of Students	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
1c: Setting Instructional Outcomes	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
1d: Demonstrating Knowledge of Resources	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
1e: Designing Coherent Instruction	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
1f: Designing Student Assessments	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
<b>Domain 2: Classroom Environment</b>				
2a: Creating an Environment of Respect and Rapport	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
2b: Establishing a Culture of Learning	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
2c: Managing Classroom Procedures	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
2d: Managing Student Behavior	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
2e: Organizing Physical Space	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
<b>Domain 3: Instruction</b>				
3a: Communicating with Students	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
3b: Using Questioning and Discussion Techniques	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
3c: Engaging Students in Learning	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
3d: Using Assessment in Instruction	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
3e: Demonstrating Flexibility and Responsiveness	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required	Not Yet Rated/Not Required
<b>Domain 4: Professional Responsibilities</b>				
4a: Reflecting on Teaching				Not Yet Rated/Not Required
4b: Maintaining Accurate Records				Not Yet Rated/Not Required
4c: Communicating with Families				Not Yet Rated/Not Required
4d: Participating in a Professional Community				Not Yet Rated/Not Required
4e: Growing and Developing Professionally				Not Yet Rated/Not Required
4f: Showing Professionalism				Not Yet Rated/Not Required

<b>Teacher Attendance (Days Absent)</b>