



SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Office of Human Resources

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SCSD Model Practitioner Evaluation (MPE) Observation Timeline

Steps in the MPE Process:	Date to be completed by:	MPE Timeline:								
Step 1: Exchange Conference	October 1	<p>MPE Exchange Conferences completed</p> <ul style="list-style-type: none"> Exchange Conference and Discussion of the Individual Professional Growth Plan (IPGP) should be completed The practitioner should come prepared to discuss the area(s) of focus for the year and identifies the areas of focus on the IPGP. The administrator and 								
Exchange Conference: Alternative Evaluation Option (tenured teachers only have this option)	<p>Status Meetings:</p> <ol style="list-style-type: none"> Exchange Conference Date _____ January April May 	<p>MPE Alternative Evaluation If practitioner chooses at the Exchange Conference an Alternative Evaluation Option the timeline is as follows (Status Meetings).</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Evaluation Option</td> <td>Timeline:</td> </tr> <tr> <td><input type="checkbox"/> Option 1 — Action Research</td> <td>Exchange Conference</td> </tr> <tr> <td><input type="checkbox"/> Option 2 — Peer Coaching</td> <td>Status Meeting (Jan.)</td> </tr> <tr> <td><input type="checkbox"/> Option 3 — Portfolio</td> <td>Status Meeting (Apr.)</td> </tr> </table>	Evaluation Option	Timeline:	<input type="checkbox"/> Option 1 — Action Research	Exchange Conference	<input type="checkbox"/> Option 2 — Peer Coaching	Status Meeting (Jan.)	<input type="checkbox"/> Option 3 — Portfolio	Status Meeting (Apr.)
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Step 2: IPGP	October 15	<p>MPE (IPGP) completed</p> <ul style="list-style-type: none"> Goals, Impact on Teaching and Learning and Actions Steps to Achieve Goals 								
Step 3: Classroom Observation	April 1	<p>MPE Evaluation – Traditional</p> <ul style="list-style-type: none"> Probationary practitioners: minimum of two observations per year Minimum of two should be completed by April 7 Tenured practitioners: minimum of one 								
Step 4: Post Observation Conference	After observation(s)	<p>MPE Post Observation Conference – Traditional (To be conducted no later than 10 days after the observation)</p> <ul style="list-style-type: none"> The lesson (s) is jointly discussed with the practitioner and administrator. Progress is discussed in the areas defined in the Exchange Conference (Rubrics and Performance Indicators will be used as resources). The discussion will relate to the Performance 								

Steps in the MPE Process:	Date to be completed by:	MPE Timeline:
Step 5: Self-Reflection	May 31	<p>MPE Self-Reflection</p> <ul style="list-style-type: none"> • One of the goals of the evaluation process is to allow both the administrator and practitioner to interact and share areas of strength, accomplishments, and areas of continued growth. The self-reflection will allow the practitioner to focus on accomplishments during this school year, based on the evaluation criteria.
Traditional or Alternative Evaluation Due	June 15	All Traditional Observation(s) or Alternative Evaluation evidence (Peer Coaching, Action Research, Portfolio, or National Board Cert). Should be completed/submitted.