

## Figure 3 Evaluation Alignment Tool

**Directions:** Each state or district has criteria for teacher evaluation. Align this book with your district evaluation process by comparing your evaluation criteria with the ACTs listed each month.

**Step 1.** Find the rubric or district evaluation criteria headings that will be used to assess your novice teacher in your school. For example: Here are four standards used in one state that are used in district teacher evaluations.

1. Curriculum Planning and Assessment—This standard includes indicators such as subject matter knowledge; standards-based lessons and units; using a variety of assessments, modifications and adjustments to lessons as needed; analysis and conclusions; as well as sharing assessment results with parents and students.
2. Teaching All Students—This standard includes student engagement, quality of effort and work, diverse needs of students being met, collaborative and safe learning environment, respect for differences, as well as clear, high expectations for all students.
3. Family and Community Engagement—This standard includes a process for communicating with families, as well as culturally proficient communication options for parents and guardians.
4. Professional Culture—This standard includes reflective practice, professional learning and growth, professional collaboration with colleagues, and reliability and responsibility as a teacher.

As you read the indicators, you get a sense of what that standard means. As you read the ACTs in the Table of Contents, you can actually match each ACT topic to a standard.

**Step 2:** Select a color for each standard your district uses. In this sample, we use four colors, one for each standard. Pink for Curriculum, blue for Teaching all Students, green for Family and Community Engagement, and yellow for Professional Culture. You need to be familiar with the indicators listed under each standard. For example, “reflection” is listed under Professional Culture in this state so anything with “reflection” would be color-coded yellow. These colors are often included as a package for highlighters. You can also use colored dots to place on the pages instead of the highlighter.

**Step 3:** Review the topics listed for each chapter and scan the ACTs for each month to make a decision about which standard relates most closely to this topic. Highlight the ACT on the page in the book so you can see which standard it relates to when you are having a mentoring conversation. A sample using these four standards, titled *Aligning Standards to Mentoring in Action*, is available on the companion website. This will give you an idea of how easy this is to do! It proves to be a very important alignment for the novice teacher!