

Falmouth Public Schools Quick Reference Guide for Staff Feedback

Preparing for Staff Feedback

By May 15, 2018, Administrator develops staff feedback questions and instruments.

Selecting Feedback Questions - Are you Using Preapproved Questions?

If yes, then no further approval is required by Evaluator.

If no, then consultation with Evaluator is required.

Identifying the Survey Instrument

If using online survey:

-Every effort should be made to protect staff privacy.

-All information stored within district Google Drive is subject to public records law.

If using paper/pencil survey:

-Every effort should be made to protect staff privacy.

Determining Staff Sample

-Administrator's professional judgement will dictate staff sample size and composition.

-When determining which staff to survey, Administrator will consider their SMART Goals, the nature of the survey questions, and the Administrator's role.

Administering Survey

-Surveys shall be administered between May 15, 2018 and the last day students are in attendance.

Analyzing Results

-Administrator is responsible for reflecting on his/her professional practice(s) based on survey results. It is recommended that reflection occurs at time of collection.

Reflecting on Staff Feedback

-Administrator will provide a brief (approximately one paragraph) reflection on the Administrator Plan Development Form by October 15, 2018.
-This reflection may include how the information yielded does or does not impact Administrator's SMART Goal(s).

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Am I required to collect feedback from my staff?

Yes, in accordance with 603 CMR 35.07, all Administrators must collect staff feedback as part of the evaluation cycle.

Will the feedback affect my evaluation rating?

No, the feedback you collect will not impact the evaluation rating assigned. The role of feedback in the evaluation cycle is limited to the self-assessment conducted as part of the Administrator Plan Development Form. The feedback may or may not influence your SMART goal development.

How many staff members will I be required to survey annually?

Administrators shall determine the sample of students surveyed based on the nature of the selected survey questions and their role.

Where can I find the preapproved questions?

Preapproved questions are available on the Falmouth Public Schools' Educator Evaluation website. If you are accessing this resource electronically, please click [here](#).

What is the process for having other questions approved?

Administrators wishing to develop their own questions may do so in consultation with their Supervisory Evaluator and are encouraged to use questions aligned with language from the standards and indicators of effective administrator practice and/or SMART goals. Prior to administering the survey, any Administrator-developed questions must be approved by his/her Supervisory Evaluator.

May I use both preapproved and self-developed questions?

Yes, you may.

When do I administer my survey?

Surveys shall be administered within a surveying window that opens on May 15th and closes on the last day students are in attendance.

What does it mean that electronic surveys are subject to Public Records Law?

Like email, any electronic communications within the Falmouth Public Schools' domain are property of the district and can be requested by the public for viewing. In other words, think about what you post electronically as if it could be posted to a bulletin board in the hallway.

How do I protect staff privacy? My privacy?

At present, the Evaluation Subcommittee recommends the use of paper and pencil survey instruments that are securely stored within your classroom or office. The Subcommittee also requires that staff not be asked to write names or other identifying information on the survey form.

Will my Evaluator see the feedback I collect from staff? What do I have to share with him/her?

No, your Evaluator will not see the results you collect from staff. The only information you are required to share is the reflection you compose and include in your Administrator Plan Development Form in the year immediately following the collection of feedback.

When and where do I write my reflection paragraph?

The Administrator is responsible for analyzing the survey results and providing a brief written qualitative summary to his/her supervisory Evaluator. Administrators are encouraged to reflect on this information at the time it is gathered. The written reflection (approximately one paragraph in length) is due no later than October 15th of the following year as preparation for the goal-setting meeting. The reflection will be documented in the "Reflection on Staff Feedback from Prior Year" box at the top of the Administrator Plan Development Form. It may or may not connect directly to the Administrator's goals.