

## Administrative Memo

**Date:** October 1, 2020  
**To:** School Administrators  
**From:** Paul Katnik, assistant commissioner, Office of Educator Quality  
**Subject:** EQ-20-002 – Teacher Evaluations

The Department of Elementary and Secondary Education’s (DESE’s) Office of Educator Quality continues to receive questions from stakeholders about the requirements for teacher evaluation for the 2020-21 school year, amid the COVID-19 pandemic. Because it continues to be crucial to ensure Missouri has effective educators leading classrooms across the state, DESE will not seek a statutory waiver or regulatory relief for teacher evaluations this school year. The evaluation process allows for the opportunity for growth, development and support, which may be more important now than ever, given the new challenges educators are facing amid the pandemic.

[Section 168.128, RSMo](#), maintains that “the board of education for each school district shall cause a comprehensive, performance-based evaluation for each teacher employed by the district.” [5 CSR 20-400.375](#) also dictates the “Essential Principles of Effective Evaluations” for educators. There are also federal reporting requirements that remain in place regarding disproportionate rates of access to inexperienced, out-of-field and ineffective teachers. To satisfy these requirements, school districts should complete their evaluation process according to local school board policy and report their data in Screen 18A in the June cycle of the Core Data Collection System.

In response to requests DESE received about best practices for conducting teacher evaluation during hybrid or virtual instruction models, the Office of Educator Quality requested that Regional Educational Laboratory (REL) Central, the Midwest research laboratory, explore this topic. REL Central identified the following best practices:

- Use your district’s evaluation instrument to describe expectations for instruction;
- Conduct asynchronous evaluations to examine teaching practice over time and at any time;
- Use multiple sources of data to establish a broad representation of skills of the teacher;
- Conduct online observations with the same rubrics or instruments used for in-person teaching; and
- Focus on teacher-student communication as a rich source of information about teaching practice.

The Office of Educator Quality has developed a [document](#) that contains further information as well as standards and resources that were identified by REL Central. If you have questions or need further information, please contact DESE’s Teacher Development and Support section at 573-751-2931.