

# Implementing Option PROSE

## Option PROSE Overview

- This is an additional option for all teachers only in PROSE schools that voted for it on their PROSE ballots. Teachers cannot be required to select it.
- Teachers who select this option will have a minimum of 2 informal observations, one of which must be unannounced and all may be unannounced, from an evaluator. These observations are evaluated on the same 8 components of the NYC MOTP Rubric and follow the same process as is in place for informal observation cycles in Option 2.
- Teachers selecting this option will also participate in a “Structured Review” that will allow them to select and focus on a specific area of their teaching with a defined purpose in mind.

## Steps of the Structured Review Process

1. Teachers create and submit a Structured Review Plan (SRP) by November 12. The plan will include an area of focus, activities the teacher plans to undertake, and at least 3 components of the NYC MOTP rubric that will be used to evaluate their work based on items discussed and presented at the end of the year (during the Structured Review).
2. Evaluators must either request changes or approve the plan by November 15. The evaluator and teacher must both sign the SRP by November 17. If the SRP is not co-signed by this date, the teacher shall be observed and evaluated under observation option 2.
3. Teachers and evaluators participate in a mid-year check-in between January 5 and February 13 to discuss how the implementation of the plan is progressing.
4. Between April 27 and June 24, the teacher and evaluator will participate in a face-to-face “Structured Review” to discuss the teacher’s overall experience with each part of the plan, as well as to review teacher-selected documentation that s/he has gathered or created during the implementation of the plan. Using the Structured Review Evaluator Form, the evaluator will score the teacher-selected documentation discussed on all components of the NYC MOTP Rubric that are included in the SRP, as well as any and all other components of the NYC MOTP Rubric for which there is evidence.

### Final Scoring:

Observations will be scored and averaged in the same manner as they are for other options, but they will count for 60% of the final MOTP score.

Components scored based on the Structured Review will be weighted equally and count for 40% of the final MOTP score.

### Other Notes:

Additional attendees may be present at the IPC, Mid-Year Check-in, Structured Review and summative end of year conference with mutual consent of the teacher and the evaluator.

The Structured Review and the summative end of year conference can be conducted at the same time, if there is mutual consent between the teacher and the evaluator.

## Immediate Next Steps:

Use the updated MOTP Selection Form for all future IPC meeting.

All teachers who signed old versions of the IPC form must sign a new form recording their choice whether they are selecting Option PROSE or not.