

The State of Louisiana recognizes that hosting International Associate Teachers (IAT) is a collaborative effort between international government partners, Louisiana state-level representatives, host school systems and host schools. This guidance should be used to aid administrators and human resources in evaluating International Associate Teacher effectiveness per Louisiana Bulletin 130 and in line with national immigration guidelines.

All IATs acknowledge that the Louisiana Department of Education (LDOE) is required to monitor his/her progress and welfare. Each teacher gives permission pursuant to La. RS 17:1237 to the LDOE World Languages Specialists to receive personnel file information in their role as monitor and advocate of the teacher’s professional activities and to release any of the teacher’s measures of effectiveness for the use in annual IAT reports.

IATs shall be observed at least twice during the school year by school administration using an observation tool that aligns with the Louisiana Components of Effective Teaching. To ensure a positive exchange experience, IATs should receive on-going positive feedback from school and district leaders.

Evaluators: School principals or assistant principals shall evaluate IATs. Other designees, such as mentor teachers and/or LEA World Language Supervisors may conduct observations or assist with interpretations and translations to help inform the evaluator assessment of teacher performance.

Intensive Assistance: The evaluator shall submit a Louisiana IAT Incident Report for any IAT that needs an intensive assistance plan and collaborate with at least one statewide representative in developing the plan.

Grievance Procedures: In addition to the LEAs established grievance procedures, IATs have the right to air grievances to their sponsors (LDOE or CODOFIL), their home country representatives and to the US Department of State at Teacher_Physician@state.gov. The IAT shall be entitled to support during the grievance procedure.

Evaluatee	Document	Description	Due Date
First Year IATs only	IAT online form	Identifies IATs in need of support adjusting to the Louisiana education system.	October 15
All IATs	Observation tool	Identifies IATs in need of intensive assistance with host school’s <i>Louisiana Components of Effective Teaching</i> observation tool.	December 15
All IATs	IAT Evaluation Form	Identifies IATs ability to extend participation in the IAT program.	February 15
All IATs	Observation tool	Identifies IAT growth with host school’s <i>Louisiana Components of Effective Teaching</i> observation tool.	April 15
Exiting IATs only	IAT online form	Identifies IATs overall success and recommends the IAT for potential future participation.	June 15

Evaluators: Download this form as a fillable pdf. Once complete, please send along with one official observation to the LEA Supervisor of the IAT program. Save each submission as *teacher lastname.first initial_school year. i.e. DOE.M_2020*
Supervisors: Review evaluations and compile all district forms for submission to Language.Acquisition@la.gov.

Teacher Last Name:		Teacher First Name:	
Nationality:		No. of Years in LA:	
LEA Name:		Host School Name:	
Name of Evaluator:		Evaluator's Email:	
Names of Designees:			
Dates of Observations:			

1: Ineffective

2: Effective: Emerging

3: Effective: Proficient

4: Highly Effective

Domain 1: Planning and Preparation		Rating
Setting Instructional Outcomes	Includes student language proficiency growth targets	
Planning Integration & Articulation	Integrates content and language acquisition	

Domain 2: The Classroom Environment		Rating
Managing Classroom Procedures	Implements to establish opportunities for student-led classroom	
Managing Cultural Differences	Balances cultural expectations with LA education system	

Domain 3: Instruction		Rating
Questioning/Discussion Techniques	Provides opportunities for lengthy student utterances	
Engaging Students in Learning	Provides opportunities for student-to-student interactions	
Using Assessment in Instruction	Implements non-linguistic checks for understanding	
Using Target Language	Uses target language 100% of the time	

Additional Comments:

Cross-Cultural Activities: Please select the best descriptor.

This teacher _____ the Cross-Cultural activities required by the US Department of State.

Contract Renewal: Please select the appropriate choice.

- We propose to engage this International Associate Teacher again next year at this school.
 We prefer this International Associate Teacher does NOT renew his/her contract with this school.

Evaluator's Signature: _____

Date: _____

Teacher's Signature*: _____

Date: _____

*My signature signifies only that I have read this evaluation and does not necessarily indicate my agreement or disagreement.