

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**INITIALLY LICENSED TEACHER INTERVIEW**

The purpose of the Summative Interview is to allow the beginning teacher every opportunity to respond to questions and present evidence of his/her practice related to the appropriate performance dimensions (Year 1, Year 2, etc.).

**The Evaluator's Responsibilities During the Summative Interview**

- Ask questions to guide the discussion. Additional questions may be asked to re-direct the teacher or to clarify an answer.
- Document carefully all answers and evidences presented.
- Do not provide any judgments or summative evaluations of responses. (The Summative Scoring Matrix will be scored later.)
- Make sure that all areas of the Summative Scoring Matrix are adequately addressed and the teacher has been given every opportunity to present evidence.

**The Teacher's Responsibilities During the Summative Interview**

- Prepare for the Final Interview by reading over the *Teacher's Guide to the Final Interview*.
- While it is not necessary to prepare a formal portfolio or other documents, select ahead the type of materials you might use for evidences to avoid wasting time looking for something.
- Be selective in your evidences! For example, it is not necessary to show every assignment you have made all year.
- Be aware of your time limits. Don't dwell on one question too long.

**Time Limit:** 45 minutes

**Place:** Teacher's classroom or primary location of teaching materials.

Teacher: \_\_\_\_\_ ILT Year (Circle One): 1 2 3 4 5

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**Use this form to record notes. Attach additional sheets as needed. Questions asked should reflect the performance dimensions that the beginning teacher is required to address during year 1, year 2, etc.**