

# ARKANSAS DEPARTMENT OF EDUCATION

Division of Elementary and Secondary Education (DESE)

Merit Teacher Incentive Program

Principal One-Page Readiness Checklist

Providing leadership, support, and service so every student graduates prepared for college, career, and community engagement.

This one-page checklist is designed for principals and evaluators to quickly verify that all evaluation-level steps have been completed so teachers may be eligible for Merit Teacher Incentive consideration. Completion of this checklist supports district certification but does not guarantee incentive payment.

## Principal Readiness Checklist (Complete by April 30)

- Required observations (minimum of two) are completed for the teacher.
- A minimum of four (4) components are rated based on observations.
- Annual rating is finalized in the Educator Effectiveness System (EES).
- Teacher has a 3-Year Teacher Growth Score in EES / L.E.A. Insights, OR:
- At least one student growth artifact is scheduled and approved for teachers without a 3-year Teacher Growth Score.

## Common Errors

- Confusing observation ratings (initials) with the final annual rating.
- Finalizing fewer than four rated components.
- Approving a growth artifact without enabling the correct toggle.
- Waiting until April 30 to complete ratings or artifacts, not allowing time for overnight report refreshes prior to May 1.

## EES Annual Rating Scale

Highly Effective: 3.51-4.0

Effective: 2.51-3.50

Progressing: 1.51-2.50

Unsatisfactory: 1.0-1.50

Arkansas Department of Education | Division of Elementary and Secondary Education

Four Capitol Mall | Little Rock, AR 72201 | 501-682-4475

<https://dese.ade.arkansas.gov>