

# Probationary Teacher Years 1-3: Supervised

revised August 2017

	Timeline	Step in Evaluation Cycle	Documents Needed
Ongoing feedback based on informal observations will happen periodically throughout the year.	<p><b>Required</b> Prior to September 30<sup>th</sup></p> <p><i>Recommended</i> September 15<sup>th</sup></p>	<p><b>Review Evaluation Process</b> (Conducted in meeting with all PAT unit members)</p> <ul style="list-style-type: none"> <li>Distribution of Handbook</li> <li>Discussion of Framework</li> <li>Review of Process: timeline, goal-setting, forms</li> </ul>	<p><b>Handbook Framework (Appendix A)</b> <b>Rubric (Appendix B)</b> <b>Forms (Appendix C)</b></p>
	<p><i>Recommended</i> Prob 1: by October 1<sup>st</sup> Prob 2: by October 1<sup>st</sup> Prob 3: by October 15<sup>th</sup></p>	<p><b>Goal Setting Conferences</b></p> <ul style="list-style-type: none"> <li>Teacher brings draft of goal setting Form</li> <li>Discuss goals and finalize Goal Setting Form</li> <li>Schedule formal observation, pre- and post-conferences</li> </ul>	<p><b>Form 1</b></p>
	<p><i>Recommended</i> Prob 1: by October 1<sup>st</sup> Prob 2: by November 15<sup>th</sup> Prob 3: by December 1<sup>st</sup></p>	<p><b>Formal Observation #1</b></p> <p>Each formal observation must include the following conferences and forms:</p> <ul style="list-style-type: none"> <li>Pre-Observation Conference</li> <li>Formal Classroom Observation</li> <li>Post-Observation Conference</li> </ul>	<p><b>Form 2</b> <b>Form 3</b> <b>Form 4</b></p>
	<p><b>Required</b> Prob 1: by October 31<sup>st</sup> Prob 2: by last workday prior to Thanksgiving Prob 3: by last workday prior to the winter break</p> <p>Administrator shares draft of Formal Observation Summary at least 48 hours in advance.</p>	<p><b>Formal Observation Summary Meeting</b></p> <ul style="list-style-type: none"> <li>Discuss progress towards goals</li> <li>Review of draft Formal Observation Summary</li> <li>Discuss and share additional artifacts which may not have been observed (<i>i.e.</i>, Domain 4)</li> <li>Finalize and sign Formal Observation Summary</li> <li>Send into HR for Personnel File</li> </ul>	<p><b>Draft of Formal Obs Summary</b> <b>Form 1</b> <b>Form 5</b></p>
	<p><i>Recommended</i> By the last workday in January</p>	<p><b>Goal Reflection and Revision</b></p> <ul style="list-style-type: none"> <li>Reflect on goals progress</li> <li>Revise goals, including content and baseline data, as needed for next year</li> <li>Submit revised goals, if any</li> </ul>	<p><b>Form 1</b></p>
	<p><b>Required</b> By March 1<sup>st</sup></p> <p>Administrator shares draft of Summative Evaluation Report at least 48 hours in advance.</p> <p>Administrator makes contract renewal recommendation prior to March 1.</p>	<p><b>Formal Observation #2</b></p> <p>Two formal observations are the minimum. Each formal observation must include the following conferences and forms:</p> <ul style="list-style-type: none"> <li>Pre-Observation Conference</li> <li>Formal Classroom Observation</li> <li>Post Observation Conference</li> </ul> <p><b>Summative Evaluation Meeting</b></p> <ul style="list-style-type: none"> <li>Discuss progress towards goals</li> <li>Review of Summative Evaluation Report</li> <li>Discuss and share additional artifacts which may not have been observed (<i>i.e.</i>, Domain 4)</li> <li>Finalize and sign Summative Evaluation Form</li> <li>Send into HR for Personnel File</li> </ul>	<p><b>Form 2</b> <b>Form 3</b> <b>Form 4</b></p> <p><b>Form 1</b> <b>Form 6</b></p>