

Timeline for Teacher Evaluation 20-21

Probationary Teacher

Fall Observation Cycle (must be complete prior to Winter Break, Dec. 18)

- 1) Pre-Observation Conference: Administrator and educator review the educator's lesson plan and the [Educator's Self-Assessment and Reflection](#) (to the extent completed - will not be finished until after formal observation).
 - a) Administrator must provide the educator with a minimum of five school days' notice prior to formal observation.
- 2) Formal Observation: Administrator takes notes and completes the [Administrator Observation Tool](#). Administrator shares the Observation Tool with the educator, granting the educator view access.
 - a) Administrator must provide the educator view access to their notes in the Administrator Observation Tool at least one school day prior to the post-observation conference, or earlier upon request.
- 3) Post-Observation Conference: Administrator uses this Observation Tool, educator's Self-Assessment, and the questions on the [Administrator's Observation Debrief Preparation](#) to drive face-to-face discussion. If there is a significant disparity in perception between the educator's Self-Assessment and the Administrator's rating, the administrator should provide a written, completed copy of the Administrator Observation Debrief Preparation Form to the educator. The administrator may add to this Observation Tool as relevant based on conversation with the educator.
 - a) The post-observation conference shall generally be held within five school days of the formal observation.
- 4) Fall Summative Meeting: During the course of informal observations, the administrator adds to the Observation Tool and updates the "Not Yet"/"In Process"/"Established" designations. The final summary box for each section is completed to give an overview based on the evidence described in the elements. This document, which has been viewable by the educator since it was first used, is printed and discussed at the summative meeting, and uploaded to Peoplesoft in PDF as the Mid-Year Summative Report.
 - a) Must be held prior to Winter Break **(Dec. 18)**
 - b) Administrator shares a summative PDF including all entries in Administrator Evaluation Tool with the educator 48 hours prior to the summative evaluation meeting.

Spring Observation Cycle

Repeat pre-observation conference, formal observation, and post-observation cycle, updating the Observation Form and Educator Self-Assessment and Reflection as appropriate.

Spring Summative: (by March 1) Administrator should follow the same process as described for

the fall summative. The Administrator should make a contract renewal/extension indication on this Observation Tool, which should be signed by the educator to indicate receipt, and then uploaded to Peoplesoft in PDF form as the Summative Evaluation Report.

Note: The following elements are not rated for Probationary I educators:

- Flexible Learning (found in Component 1e)
- Productive Collaboration (found in Component 2c)
- Monitoring Student Understanding (found in Component 3d)

Contract Teacher

Once Annual Observation Cycle (complete formal observations by April 1.)

- 1) **Pre-Observation Conference:** Administrator and educator review the educator's lesson plan and the [Educator's Self-Assessment and Reflection](#).
 - a) Administrator must provide the educator with a minimum of five school days' notice prior to formal observation.
- 2) **Formal Observation:** Administrator takes notes and completes the [Administrator Observation Tool](#). Administrator shares the Observation Tool with the educator, granting the educator view access.
 - a) Administrator must provide the educator view access to their notes in the Administrator Observation Tool one school day prior to the post-observation conference, or earlier upon request.
- 3) **Post-Observation Conference:** Administrator uses this Observation Tool, educator's Self-Assessment, and the questions on the [Administrator's Observation Debrief Preparation](#) to drive face-to-face discussion. If there is a significant disparity in perception between the educator's Self-Assessment and the Administrator's rating, the administrator should provide a written, completed copy of the Administrator Observation Debrief Preparation Form to the educator. The administrator may add to this Observation Tool as relevant based on conversation with the educator.
 - a) The post-observation conference shall generally be held within five school days of the formal observation.
- 4) **End-of-Year Summative: (by May 1)** During the course of informal observations, the administrator adds to this Observation Tool and updates the Not Yet/In Process/Established designations. Final summary box for each section is completed to give an overview based on the evidence described in the elements. The Administrator should make a contract renewal/extension indication on this Observation Tool, which should be signed by the educator to indicate receipt, and then uploaded to Peoplesoft in PDF form as the Summative Evaluation Report.