

## **FAQ – Educator Performance Evaluation The Process for Probationary Educators**

Probationary educators shall be evaluated during each year of their 3-year probationary period based on the PPS Performance Evaluation Rubric ([See Handbook Appendix B](#)).

The evaluation process requires a goal setting conference in the fall and allows for informal observations by the evaluator. Additionally, in each year, at least two (2) formal classroom observations are required. The first formal observation must be completed prior to Winter Break, and the second prior to March 1.

A Formal Observation requires three specific steps:

1. The pre-observation conference
2. The actual observation of a lesson
3. A post-observation conference (held within five school days of the formal observation).

The evaluator must provide the educator with copies of original notes taken during the observation.

During the Post-Observation Conference, the educator and evaluator discuss their reflections and data from the observed lesson. They clarify any questions either may have about what occurred during the lesson or what is written in the notes as they complete Form 4, the Post-Observation Conference form.

Prior to Winter Break, the evaluator must additionally prepare Form 5, the Formal Observation Summary, and schedule a meeting with the educator to discuss it. (This is separate and different from Forms 2, 3 and 4, which pertain specifically to the formal classroom observation and the meeting is separate from the Post-Observation Conference, which pertains to the observed lesson).

At this meeting, the evaluator will provide the educator with a performance review under the evaluation rubric based on evidence collected up to that point, as summarized in Form 5. The evidence should come from the informal observations, the formal classroom observation and discussion, and review of artifacts such as contact logs, lesson plans, assessment tools, etc.

A draft of Form 5 must be provided to the educator at least forty-eight (48) hours in advance of the meeting so the educator may be prepared to share additional information and artifacts with the evaluator that may not have been discussed, observed or noted during the process. Both parties must sign Form 5 once it is finalized during the meeting. A signed copy shall be given to the educator and a copy submitted to PPS Human Resources.

Following Winter Break, the educator must have at least one more Formal Observation. A final Summative Evaluation Report must be submitted by March 1.

Probationary educators are not rated in every component of the rubric. Only those components identified on the PPS Framework for Teaching for the particular probationary year (1st, 2nd or 3rd) should be evaluated. (see [Handbook Appendix A](#)).

Every element of a component on the rubric does not have to be rated. However, any element that is rated must have been observed by the evaluator and the rating must be supported by evidence.

Review the [Educator Handbook for Professional Growth and Evaluation](#) and [Article 23 of the PAT/PPS Agreement](#) for the specific required procedures.