# 2013-14 EVALUATION QUICK GUIDE

# PROFESSIONAL GROWTH & EVALUATION COMPREHENSIVE EVALUATION Teachers with Provisional Contracts

### By October 15th

Each teacher must be notified of his/her evaluator and evaluation cycle and given copy of criteria, procedures and relevant forms

## Before November 15th - Goal-Setting Conference

Reflect on teaching practice using the Self Assessment of Practice Rubric AND Develop Student Growth goals from Criteria 3, 6 and 8

# No identified performance concerns

Newly hired teachers: before November 22nd All other provisional teachers before December 21st

## Formal Observation #1

Pre & Post conferences required Written report must be provided to teacher within 5 days of the post observation conference

- \*\*\*Minimum total of **60 minutes** of classroom observation is required for teachers on **1st and 2nd year** Provisional Contracts.
- \*\*\*Minimum total of **90 minutes** of classroom observation (<u>over at least 3 observations</u>, **2 of which must be formal**) is required for teachers on <u>3rd year Provisional Contracts</u>.
- \* The first formal observation must at least 30 minutes long.
- Data can come from informal observations IF results are documented in writing and provided to employee

Before March 1st

# Formal Observation #2

Pre conference optional
Post conference required
Written report must be provided
to teacher within 5 days
of the post observation conference

If confident that teacher will meet the performance schedule ...

# Performance concerns identified

Contact your LR/ER Manager ASAP

Before December 21st

### Formal Observation #1

Pre & Post conferences required Written report must be provided to teacher within 5 days of the post observation conference

Provide & document informal supports

# Formal Observation #2

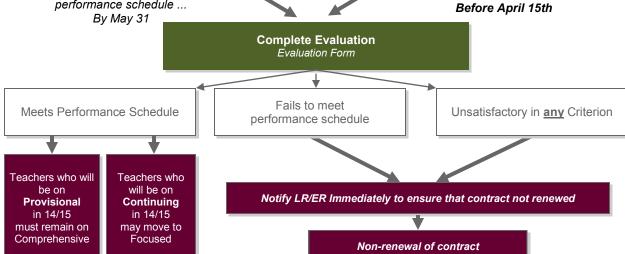
Pre & Post conferences required Written report must be provided to teacher within 5 days of the post observation conference

Provide & document informal supports

## Formal Observation #3

Pre & Post conferences required Written report must be provided to teacher within 5 days of the post observation conference

Discuss options with LR/ER Manager and teacher prior to evaluation if sufficient improvement had not been made



Must meet with employee and be signed by both evaluator and teacher on or before April 15th

Must send completed Annual Evaluation to Human Resources by April 15th