SBCUSD Teacher Evaluation Flowchart

Be Caring, Competent, & Consistent

adapted from Marzano Research Laboratory Teacher Development Toolkit, 2012

**Beginning of the Year**

**NOTICE & ORIENTATION**
Evaluator meets with all certificated staff to review Article XVI and to explain the evaluation process, timeline, resources and forms
- Prepared form
- Article XVI
- Appropriate Rubric
- Appropriate Self Assessment
- Goal Setting Form
- Available Resources
  ~within 20 workdays~

**SELF ASSESSMENT**
Employee completes the **Self Assessment Form**

**COLLABORATIVE GOALS**
Employee drafts goals on the **Goals form**

**INDIVIDUAL GOAL SETTING MEETING**
Employee meets with evaluator to discuss and set collaborative goals for the year on the **Goals form**. Evaluator records goals on Evaluation form.
  ~within 30 workdays~

**Fall and Ongoing**

**OBSERVATIONS**
- P1, P2, Interns, Emergency, Temp: 3 formal observations, 2 prior to winter recess.
- Permanent: 3, 2 or 1 formal observations, 1 prior to winter recess
Evaluator records observation on **Observation Summary**
  ~sent to teacher 2 school days prior to evaluation meeting~

**EVALUATION & GOAL MONITORING MEETINGS**
Teacher and evaluator meet to discuss evaluation and goals progress. Conference is documented on **Evaluation and Goal Monitoring Conference Summary** form.
  ~sent to teacher within 10 school days of observation~

**ASSISTANCE PLAN**
Evaluator provides ongoing monitoring and feedback in collaborative meetings

**INSTRUCTIONAL ROUNDS/INFORMAL WALKTHROUGH FEEDBACK & DATA COLLECTION**

**End of Year**

**SELF ASSESSMENT & REFLECTION**
Teacher updates the **CSTP 6 Self Assessment**, completes the **Goals Reflection form** and submits evidence and artifacts of goals progress.
  ~teacher sends form at least 5 school days prior to the final evaluation~

**FINAL EVALUATION**
Evaluator completes the **Final Evaluation** with ratings incorporating evidence provided by the teacher for goals attainment

**FINAL EVALUATION CONFERENCE MEETING**
Teacher and evaluator meet to discuss the **Final Evaluation and Goals Assessment.** The **Assistance Plan** is reviewed and updated.
  ~at least 30 days prior to the last day of school, or by certified mail if the teacher is absent~
  ~completed and signed form sent to teacher within 10 school days of meeting~