Minimum total of 60 minutes of classroom observation per year is required by the RCW.

* The CBA requires at least 2 observations
* Data can come from informal observations IF results documented in writing and provided to employee

**Observation #1**
- Written report must be provided
- To teacher within 5 days of when it’s prepared
- Pre/Post conference upon request

**Observation #2**
- Written report must be provided
- To teacher within 5 days of when it’s prepared
- Pre/Post conference upon request

**Before May 31st**

**Complete Evaluation**
- Evaluation Form

**Performance proficient**
- Discuss options with LR/ER Manager
- Provide evidence to teacher in written form outlining specific performance concerns
- Follow the “Performance concerns identified” schedule in the Comprehensive Evaluation Quick Guide

**Performance not proficient**
- Develop PIP, ESCT provided

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**No identified performance concerns**

**Performance concerns identified**
- Contact your LR/ER Manager ASAP
- Conduct first observation ASAP
- Consider moving teacher to Comprehensive cycle

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**Before November 15th - Goal-Setting Conference - Reflect on Practice**
- Develop at least 1 Student Growth goal from Criterion 3 or 6 AND identify which Criterion will be the focus of the evaluation

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**By October 15th**
- Each teacher must be notified of his/her evaluator and evaluation cycle and given copy of criteria, procedures and relevant forms

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**2013-14 EVALUATION QUICK GUIDE**

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**PROFESSIONAL GROWTH & EVALUATION**

**FOCUSED EVALUATION**
- Teachers with Continuing Contracts

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Seattle Public Schools 2013-14 Evaluation Quick Guide

Revised September 2013