A Category 1 teacher is either on a temporary certificate, new to the district, returning to the district from a break in service, or new to the profession.

### 2022-2023 Category 1 Classroom Teacher Observation Timeline

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Walkthrough</th>
<th>Informal</th>
<th>Formal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Quarter</strong></td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>August 10, 2022 – October 13, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2nd Quarter</strong></td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>October 14, 2022 - December 16, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3rd Quarter</strong></td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>January 5, 2023 - March 10, 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4th Quarter</strong></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>March 20, 2023 - April 14, 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Evaluation Information

- **Self-Evaluation Must Be Completed:** October 13, 2022
  - For employees hired after August 10, must be completed no later than the first 45 student days after employment start date.

- **Interim Evaluations:** January 3 - 27, 2023
  - (required for all Category 1 teachers)

- **Mid-Year SAO Conferences:** January 3 – 27, 2023
  - (required for all Category 1 teachers & any other teacher requesting Targets to be changed)

- **Last day to conduct observations:** April 14, 2023
  - **Last day to enter data in Journey:** April 21, 2023

- **SAO Summative Evaluations & Final Evaluation Conferences** *(formerly known as Stage 1)*: April 24 – May 19, 2023

### PDP Teacher Requirements

- Minimum of 1 formal observation each 90 days while engaged in the PDP process
- Minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process
- 3 walkthrough observations each 90 days while engaged in the PDP process

**Formal Observation** = Full class period or 60 min., whichever is less

**Informal Observation** = no less than 20 minutes
  - An informal must be conducted prior to a formal.

**Walkthrough Observation** = no less than 10 minutes
  - The completion of 2 walkthroughs is required prior to conducting an informal.
  - Walkthroughs must be conducted for the first 3 quarters only.

**CBA language (15.2-2):**

The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last finalized observation.
A Category 2 teacher is a teacher on a professional teaching certificate with at least one year of teaching experience.

<table>
<thead>
<tr>
<th>2022-2023 Category 2 Classroom Teacher Observation Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Walkthrough</td>
</tr>
<tr>
<td>Informal</td>
</tr>
<tr>
<td>Formal</td>
</tr>
</tbody>
</table>

**Other Evaluation Information**

- Self-Evaluation Must Be Completed: October 13, 2022
- Employees hired after August 10 must complete no later than the first 45 student days after employment start date.
- Interim Evaluations: January 3 - 27, 2023
- Mid-Year SAO Conferences: January 3 – 27, 2023 (required for all Category 1 teachers & any other teacher requesting Targets to be changed)
- Last day to conduct observations: April 14, 2023
- Last day to enter data in Journey: April 21, 2023
- SAO Summative Evaluations & Final Evaluation Conferences (formerly known as Stage 1): April 24 – May 19, 2023
- Formal Observation = Full class period or 60 min., whichever is less
- Informal Observation = no less than 20 minutes
  - An informal must be conducted prior to a formal.
- Walkthrough Observation = no less than 10 minutes
  - The completion of 1 walkthrough is required prior to conducting an informal.
  - Walkthroughs must be conducted for the first 3 quarters only.

**CBA language (15.2-2):**

The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last finalized observation.

**PDP Teacher Requirements**

- Minimum of 1 formal observation each 90 days while engaged in the PDP process
- Minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process
- 3 walkthrough observations each 90 days while engaged in the PDP process