

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

Performance concerns identified

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

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

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***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 (**over at least 3 observations, 2 of which must be formal**) is required for teachers on **3rd year** Provisional Contracts.

- * **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

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

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 ...
By May 31

Before April 15th

Complete Evaluation
Evaluation Form

Meets Performance Schedule

Fails to meet performance schedule

Unsatisfactory in **any** Criterion

Teachers who will be on **Provisional** in 14/15 must remain on Comprehensive

Teachers who will be on **Continuing** in 14/15 may move to Focused

Notify LR/ER Immediately to ensure that contract not renewed

Non-renewal of contract

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