



STAFF AND STUDENT SERVICES DIVISION

Maysam Alie-Bazzi, Executive Director

Robert Seeterlin, Director - Instructional
Ruth Bankhead, Director – Non-instructional

DATE: August 27, 2018

Teacher Evaluation Timeline Recommended for Administrators to Follow

All Year End Evaluations must be submitted to HR by May 20, 2018
(failure to adhere to this due date will result in delayed staffing for all buildings)

Plan I & Plan II Evaluations:

1. Teacher Self-Evaluation - to be completed by **October 16, 2018**
2. IDP (Goals) - to be completed by **October 16, 2018**
2. Post -Observation Conference Forms -- (multiple submissions, minimum of **two** (Plan I) to be completed by the end of the year. These should be spread-out during the year.) - to be completed by **April 16, 2019**
4. **Deadline to notify Maysam of potential non-contract renewals and/or Plan III teachers (note: non-contract renewals will be priority at this time) - March 16, 2019**
3. Year End Evaluation Form (Summary of Domain Ratings) -
to be completed and submitted in Oasys by **May 18, 2019.**
4. Goals should be discussed at the year-end evaluation meeting for the subsequent school year. The teacher should draft goals for the subsequent year in compliance with state law. A form in Oasys has been added for your convenience. This information will roll over into next year's eval cycle in Oasys.
5. Data: It is recommended that teachers compile full year data **from previous years for current year evaluation and full year after June NWEA testing** (fall and spring NWEA data) to include on the following year's measurable goal data.
6. SLO form in Oasys - Complete by **October 30, 2018.**
7. Here is the link to the MyPD course on Student Learning Objectives.

You will need to log into MyPD using your district credentials then use the Course Code to enroll. [Student Learning Objectives MyPD Course](#) Course Code: 4h9x6e

Plan III:

All Plan III documentation must be entered in Oasys promptly following teacher observations and follow-up meetings. This includes the following (see below) plus any other observation reports or supportive documentation.

- Any teacher who receives an ineffective rating on the year end evaluation **must receive a Plan III Awareness notification prior to April 30th.**
- Any teacher that receives a Minimally Effective rating on the Year End Evaluation must be given a Plan III - Awareness document and meeting (with HR present) for the upcoming school year. There should be noted documentation of the concerns in the Plan II Post-Conference Observation Form (via Oasys and email) prior to **April 30th.**

1. IDP must be collaboratively developed with the Plan III teacher immediately after the awareness phase meeting occurs. “Collaboratively” means administrator may develop the IDP and the teacher must have the opportunity to provide input or the entire document may be developed together.
2. Awareness Phase Identification of Concern Form (Recommended time for awareness phase is 30 days.)
3. Awareness Phase -- Final Summary Form
4. Assistance Phase -- Plan of Assistance Form (Recommended time for assistance phase is 90 days with a minimum of three progress meetings, every thirty days)
5. Assistance Phase -- Plan of Assistance Progress Form -- Recommended timeline between each progress report/meeting is 30 days. The administrator can, at anytime, move directly to the disciplinary phase if it is determined that there are serious performance deficiencies and/or violations of standards, rules and/or policies.
6. Assistance Phase -- Final Summary Form
7. Disciplinary Phase -- 30 days required unless severity of challenges are considered dangerous, etc.

PLEASE NOTE:

If a staff member is shared by one or more buildings, the principal in the building where the employee spends the majority of her/his time should do the evaluating (however, exceptions are allowed if the administration works it out). Special education teaching staff, bilingual staff, and other departmental staff should be evaluated by the administration in the base building (exceptions are permitted in working with the departmental coordinators as needed).

PE teachers will be evaluated by Mr. Scott Hummel, PE & Truancy Supervisor, in collaboration w/building administrators.

Media Specialists will be evaluated by building administration.

- *There is to be communication among all administrators who have responsibility for supervising a teacher.*
- *All supervising administrators should have an opportunity to provide input.*

The Professional Portfolio, aka “Artifacts” is a required part of the evaluation process for probationary teachers and the contents must support the goals listed in the teacher’s IDP. Evaluation of the portfolio should be noted on all post observation conference reports and the summative (year-end) evaluation report. Teachers have the opportunity to upload “artifacts” on Oasys under the Individual Development Plan, Year-End section among other sections on Oasys.

Walkthrough forms have been added in Oasys and you may be increase the number of walkthrough forms by “increasing instances” using the wheel icon.

REMINDERS:

1. Self-Evaluation

The purpose of the self-evaluation is to 1) interact with the rubric, 2) reflect, 3) identify strengths and weaknesses, 4) identify potential IDP goal(s). Artifacts are not required as part of the self-evaluation.

2. Per State Law: Teachers ranked Highly Effective on their year-end evaluation for three consecutive years are not required to have a formal observation. Per evaluation committee, walkthroughs are required. Teachers that were not formally observed last year must be formally observed one time this year.

(Three years HE, one year no formal observation, formal evaluation required following the “skipped” year.) Walkthroughs in lieu of formal observations must be entered in Oasys.

3. Per State Law: Plan II teachers ranked any combination of Effective and Highly Effective on their year-end evaluation for the last two consecutive years are only required to have one formal, scheduled observation. Plan I teachers are required two formal observations with one of the two being unscheduled (see #4 & #5).

4. Per State Law: Beginning in 2016-17 **one formal observation must be unscheduled**. Per evaluation committee, those required to have one formal observation will have a scheduled observation.

5. Plan I Teachers are all required a minimum of two formal observations (one of the two unscheduled).

6. Regardless of what’s required, administrators may formally observe if needed.

- HE for three years will be sent to admin by Nada Alamaddine.
- HE/E combo for two years will be sent to admin by Nada Alamaddine.
- Probationary list of teachers will be sent to admin by Nada Alamaddine.