

# SUGGESTED TEACHER EVALUATION TIMELINE AND PROCESS

Teacher: \_\_\_\_\_ Grade(s)/Subject(s): \_\_\_\_\_  Provisional  
 Regular

**Provisional Status: Perform evaluation yearly**

*It is important for principals or superintendents to provide for regular monitoring of provisional teachers. More formal and informal classroom observations are suggested for provisional teachers.*

**Regular Status: Perform evaluation every two years**

TIMELINE	SUGGESTED SEQUENCE OF PROCESS	FORMS
August - September Date(s): _____ _____	<ul style="list-style-type: none"> <li>• Conduct pre-conference to collaboratively develop the Professional Growth Plan</li> <li>• Conduct informal observation</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Growth Plan form</li> </ul>
October - November Date(s): _____ _____	<ul style="list-style-type: none"> <li>• Conduct formal classroom observation</li> <li>• Monitor progress on teacher's Professional Growth Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom observation notes or form</li> </ul>
December - January Date(s): _____ _____	<ul style="list-style-type: none"> <li>• Conduct informal classroom observation</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom observation notes or form</li> </ul>
February - March Date(s): _____ _____	<ul style="list-style-type: none"> <li>• Conduct additional formal classroom observations</li> <li>• Monitor progress on teacher's Professional Growth Plan</li> <li>• Prepare summative evaluation and conduct evaluation conference for provisional or probationary teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom observation notes or form</li> <li>• Summative Evaluation form</li> </ul>
April - May Date(s): _____ _____	<ul style="list-style-type: none"> <li>• Conduct additional formal classroom observations as needed</li> <li>• Prepare summative evaluation and conduct evaluation conference for regular status teacher as scheduled</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom observation notes or form</li> <li>• Summative Evaluation form</li> </ul>
June Date(s): _____ _____	<ul style="list-style-type: none"> <li>• Summarize progress on teacher's Professional Growth Plan</li> <li>• End of the year interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Summative Evaluation form</li> </ul>