

# SUGGESTED TEACHER EVALUATION TIMELINE

## Provisional Status: Yearly

*It is important for principals to provide REGULAR monitoring of provisional teachers. More frequent formal and informal classroom observations are suggested for provisional teachers. One formal observation is required each semester. Suggested total: 2 informal and 1 formal first semester and 1 informal and 1 formal second semester.*

## Regular Status: Every Other Year

*One formal observation is required during the school year a regular status teacher is being evaluated. Suggested total: 2 informal observations 1<sup>st</sup> semester and 1 informal and 1 formal observation 2<sup>nd</sup> semester.*

Informal = minimum of 10-15 minutes

Formal = minimum of 30-40 minutes

Timeline	Suggested Sequence	P	R	Forms
Middle to late September	<ul style="list-style-type: none"> <li>Conduct informal observation and provide feedback (provide copy of observation form and discuss in person)</li> <li>Ask teacher to fill out Goal Setting form (goals for professional development, classroom management, curriculum).</li> <li>Review goals and how principal can help with accomplishing goals</li> </ul>	✓  ✓  ✓	✓	<ul style="list-style-type: none"> <li>Informal Observation</li> <li>Goal Setting</li> </ul>
October-November	<ul style="list-style-type: none"> <li>Conduct informal observation and provide feedback</li> </ul>	✓	✓	<ul style="list-style-type: none"> <li>Informal Observation</li> </ul>
November-December	<ul style="list-style-type: none"> <li>Conduct formal observation and provide feedback</li> <li>Turn in copy of formal observation to Conference Office of Education by end of 1<sup>st</sup> semester</li> </ul>	✓ ✓		<ul style="list-style-type: none"> <li>Formal Observation</li> </ul>
January-February	<ul style="list-style-type: none"> <li>Conduct informal observation and provide feedback</li> </ul>	✓	✓	<ul style="list-style-type: none"> <li>Informal Observation</li> </ul>
February	<ul style="list-style-type: none"> <li>Review Goal Setting form with teacher and discuss and summarize goal progress or adjustments.</li> </ul>	✓		<ul style="list-style-type: none"> <li>Previous Goal Setting</li> </ul>
March-April	<ul style="list-style-type: none"> <li>Conduct formal observation and provide feedback</li> </ul>	✓	✓	<ul style="list-style-type: none"> <li>Formal Observation</li> </ul>
April-May	<ul style="list-style-type: none"> <li>Prepare summative evaluation and conduct evaluation conference with teacher</li> </ul>	✓	✓	<ul style="list-style-type: none"> <li>Summative Evaluation</li> </ul>
May-June	<ul style="list-style-type: none"> <li>Final feedback on areas of strengths and growth during end of year interviews.</li> <li>Turn in summative evaluation forms to Office of Education</li> </ul>	✓ ✓	✓ ✓	<ul style="list-style-type: none"> <li>Summative Evaluation</li> </ul>