



2023-2024 Instructional Evaluation Quick Guide for Instructional Personnel

	Important Dates	Resource Links
August 23	First day observations may be conducted in iObservation for teachers who started on the first day of preplanning. A coaching observation is required to be completed on the coaching observation form, prior to any evaluative observations. <i>A teacher shall be employed for at least 15 duty days before an observation is conducted.</i>	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-bottom: 10px; text-align: center;">  <p>Evaluation Systems Canvas Resource Course</p> </div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;">  <p>Category & DP Requirements Chart</p> </div>
September 8*	Last day for teachers to be identified <u>as Category 2B that began their assignment on 8/2/23</u> ; administrators should verify all teachers' categories.	
October 5*	All Deliberate Practice Plans must be submitted in iObservation by teachers who began their assignment on 8/2/23. <i>This is required by the 45th duty day worked. All teachers hired before October 17, 2022 are required to complete a Deliberate Practice Plan.</i>	
October 17	Teachers hired on, or after, this date are Temporary Contract. See 23-24 Category & Deliberate Practice Observation Requirements .	
October 18	Last day for administrators to review Deliberate Practice plans, approving or providing feedback for the plans in iObservation.	
November 2	Last day for teachers to resubmit Deliberate Practice Plans that required revision in iObservation. Last day for Administrators to rate the Element "Developing a Written Growth & Development Plan". <i>Administrators review & approve all previously returned plans, prior to rating the required element.</i>	
November 15	Last day for Category 2A teachers to receive their first evaluative observation (formal or informal).	
December 1	Last day for teachers to request an additional informal observation for the first semester.	
December 11	Teachers hired on or after this date should be identified as a Category 4.	
January 8	Last day for <u>non-evaluative</u> Domain 4 observations to be completed for Category 2A and <u>evaluative</u> Domain 4 observations to be completed for Category 1 & 2B teachers. Last day for midpoint evaluations to be completed for Category 1 & 2B teachers.	
March 1	Last day for Category 2A teachers to receive a second evaluative observation (informal or formal observation)	
April 1	Last day for teachers to complete the Deliberate Practice process in iObservation. Last day for teachers to request an additional Deliberate Practice and/or informal observation.	
April 15	Last day for administrators to rate the element "Monitoring Progress Relative to the Professional Growth & Development Plan". Last day for administrators to complete second semester evaluative Domain 4 observations for all categories (1, 2B, 2A)	
May 1	Last day to finalize Deliberate Practice plans and complete final evaluations for all categories of teachers.	

**Dates with an asterisk are modified to continue to reflect language in Article X of the contract between OCPS and OCCTA.*