

A Category 1 teacher is either on a temporary certificate, new to the district, returning to the district from a break in service, or new to the profession.

REVISED 9.9.21

2021-2022 **Category 1** Classroom Teacher Observation Timeline

	1 st & 2 nd Quarters August 10, 2021 – December 17, 2021	3rd Quarter January 4, 2022 - March 10, 2022	4th Quarter March 11, 2022 - April 7, 2022
Walkthrough	4	2	
Informal	1	1	
Formal	1	1	
Other Evaluation Information	<p><u>Self-Evaluation Must Be Completed:</u> October 13, 2021</p> <ul style="list-style-type: none"> For employees hired after August 10, must be completed no later than the first 45 student days after employment start date. <p><u>Interim Evaluations:</u> January 4 – 25, 2022 (required for all Category 1 teachers)</p> <p><u>Mid-Year SAO Conferences:</u> January 4 – 25, 2022 (required for all Category 1 teachers & any other teacher requesting Targets to be changed)</p> <p><u>Last day to conduct observations:</u> April 7, 2022</p> <p><u>Last day to enter data in Journey:</u> April 14, 2022</p> <p><u>SAO Summative Evaluations & Final Evaluation Conferences (formerly known as Stage 1):</u> April 18 – May 11, 2022</p>	<p><u>Formal Observation</u> = Full class period or 60 min., whichever is less</p> <p><u>Informal Observation</u> = no less than 20 minutes</p> <ul style="list-style-type: none"> An informal must be conducted prior to a formal. <p><u>Walkthrough Observation</u> = no less than 10 minutes</p> <ul style="list-style-type: none"> The completion of 2 walkthroughs is required prior to conducting an informal. Walkthroughs must be conducted for the first 3 quarters only. <p><u>CBA language (15.2-2):</u> The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last <u>finalized</u> observation.</p>	

PDP Teacher Requirements

- minimum of 1 formal observation each 90 days while engaged in the PDP process
- minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process
- 3 walkthrough observations each 90 days while engaged in the PDP process

A Category 2 teacher is a teacher on a professional teaching certificate with at least one year of teaching experience.

REVISED 9.9.21

2021-2022 **Category 2** Classroom Teacher Observation Timeline

	1st & 2 nd Quarters August 10, 2021 – December 17, 2021	3rd Quarter January 4, 2022 - March 10, 2022	4th Quarter March 11, 2022 - April 7, 2022
Walkthrough	2	1	
Informal	1		
Formal	1		
Other Evaluation Information	<p><u>Self-Evaluation Must Be Completed:</u> October 13, 2021</p> <ul style="list-style-type: none"> For employees hired after August 10, must be completed no later than the first 45 student days after employment start date. <p><u>Interim Evaluations:</u> January 4 – 25, 2022 (required for all Category 1 teachers)</p> <p><u>Mid-Year SAO Conferences:</u> January 4 – 25, 2022 (required for all Category 1 teachers & any other teacher requesting Targets to be changed)</p> <p><u>Last day to conduct observations:</u> April 7, 2022 <u>Last day to enter data in Journey:</u> April 14, 2022</p> <p><u>SAO Summative Evaluations & Final Evaluation Conferences</u> (formerly known as Stage 1): April 18 – May 11, 2022</p>	<p><u>Formal Observation</u> = Full class period or 60 min., whichever is less</p> <p><u>Informal Observation</u> = no less than 20 minutes</p> <ul style="list-style-type: none"> An informal must be conducted prior to a formal. <p><u>Walkthrough Observation</u> = no less than 10 minutes</p> <ul style="list-style-type: none"> The completion of 1 walkthrough is required prior to conducting an informal. Walkthroughs must be conducted for the first 3 quarters only. <p><u>CBA language (15.2-2):</u> The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last finalized observation.</p>	

PDP Teacher Requirements

- minimum of 1 formal observation each 90 days while engaged in the PDP process
- minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process
- 3 walkthrough observations each 90 days while engaged in the PDP process

