APPENDIX A

Observation Timeline

July

Year-Round Schools Begin Observations (official start date will be provided each year).

August
- Traditional Schools Begin Observations (official start date will be provided each year).
- Supervising administrator orients teachers to the evaluation instrument by the deadline date.

September

Continue observations.

October
- End of 1st Quarter
- At least one **completed observation** on every classroom teacher (formal, informal, or walkthrough).
- Probationary teachers are required to have at least on e formal observation each semester.
- **Approximately 10 datamarks** per classroom teacher at this point.
- **Approximately 5 datamarks** per non-classroom teacher at this point.

November
- Continue observations.
- 15th - Complete 2nd Evaluations for Probationary Teachers hired after November 15th the **prior** year. This evaluation document will be provided to each principal by the Employee Evaluations Dept.

December
- End of 2nd Quarter/1st Semester.
- Probationary teachers are required to have at least one *formal* observation each semester.
- Complete 1st Evaluation for Probationary Teachers hired on/before November 15th of the **current** year. This evaluation document will be provided to each principal by the Employee Evaluations Dept.
- **Approximately 20 datamarks** per classroom teacher at this point.
- **Approximately 10 datamarks** per non-classroom teacher at this point.

January
- Continue observations.
- At least **two completed observations** on every classroom teacher (formal, informal or walkthrough).

February
- Continue observations.
- **Approximately 30 datamarks** per classroom teacher at this point.
- **Approximately 20 datamarks** per non-classroom teacher at this point.

March
- End of 3rd Quarter.
- Continue observations.

April
- At least **three completed observations** on every classroom teacher (formal, informal or walkthrough).
- Probationary teachers are required to have at least one *formal* observation each semester.
- **Approximately 45 datamarks** per classroom teacher at this point.
- **Approximately 30 datamarks** per non-classroom teacher at this point.

May
- Last day to observe teachers using iObservations will be provided and announced each school year. This date must be strictly adhered to for traditional calendars as well as year round schools.
- End of Year Instructional Practice conferences will take place through the last day of school. This window will be provided and announced each school year.

June
- Continue End of Year Instructional Practice conferences.

*Requirements:

Classroom Teachers	**45 datamarks** • at least 25 in Domain 1, at least 10 in Domains 2-4 • at least 1 formal, 1 informal, and 1 walkthrough
Non-Classroom Teachers	**30 datamarks** • at least 20 in Domain 1, at least 10 in Domains 2-4 • at least 2 meetings/observations
Probationary Teachers	Classroom teachers • at least 2 formals, 1 informal, and 1 walkthrough (**1 per semester).** Non-Classroom Teachers • at least 2 observations, 2 meetings, and/or 1 observations & 1 meeting **(1 per semester).**