

Beginning of the Year

NOTICE & ORIENTATION

Evaluator meets with all certificated staff to review Article XVI and to explain the evaluation process, timeline, resources and forms

- Prepared form
- Article XVI
- Appropriate Rubric
- Appropriate Self Assessment
- Goal Setting Form
- Available Resources

~within 20 workdays~

SELF ASSESSMENT

Employee completes the **Self Assessment** Form

COLLABORATIVE GOALS

Employee drafts goals on the **Goals** form

INDIVIDUAL GOAL SETTING MEETING

Employee meets with evaluator to discuss and set collaborative goals for the year on the **Goals** form. Evaluator records goals on Evaluation form.

~within 30 workdays~

Fall and Ongoing

OBSERVATIONS

- P1, P2, Interns, Emergency, Temp: 3 formal observations, 2 prior to winter recess.
 - Permanent: 3, 2 or 1 formal observations, 1 prior to winter recess
- Evaluator records observation on **Observation Summary**
- ~ sent to teacher 2 school days prior to evaluation meeting~

EVALUATION & GOAL MONITORING MEETINGS
Teacher and evaluator meet to discuss evaluation and goals progress. Conference is documented on **Evaluation and Goal Monitoring Conference Summary** form.

~sent to teacher within 10 school days of observation~

ASSISTANCE PLAN

Evaluator provides ongoing monitoring and feedback in collaborative meetings

INSTRUCTIONAL ROUNDS/INFORMAL WALKTHROUGH FEEDBACK & DATA COLLECTION

End of Year

SELF ASSESSMENT & REFLECTION

Teacher updates the **CSTP 6 Self Assessment**, completes the **Goals Reflection** form and submits evidence and artifacts of goals progress.

~teacher sends form at least 5 school days prior to the final evaluation~

FINAL EVALUATION

Evaluator completes the **Final Evaluation** with ratings incorporating evidence provided by the teacher for goals attainment

FINAL EVALUATION CONFERENCE MEETING

Teacher and evaluator meet to discuss the **Final Evaluation and Goals Assessment**. The **Assistance Plan** is reviewed and updated.

~at least 30 days prior to the last day of school, or by certified mail if the teacher is absent~

~completed and signed form sent to teacher within 10 school days of meeting~