



## OEA Evaluation Timeline - Evaluator

Resources for ALL Bargaining Unit Evaluations: [OUSD Evaluation Dates & Trainings 22-23](#)

Evaluatee Resources: [Evaluatee Copy of OEA Evaluation Annotated Timeline/ Teacher/ OEA Member Facing Resources](#) / [Link to NTL Playlist Module](#)

| Evaluation Activity   | Timeline   | Documents & Links  |
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| <p><b>Evaluators Create Caseloads:</b></p> <p><i>Evaluator emails <a href="mailto:Talent@ousd.org">Talent@ousd.org</a> to change the evaluation status for anyone who is due for evaluation, but who they will defer or place on an alternative evaluation cycle.</i></p> <p><i>This is all done within Frontline Professional Growth (not in a spreadsheet).</i></p> | <p>Evaluators review evaluation Process View in Frontline and email <a href="mailto:talent@ousd.org">talent@ousd.org</a> to indicate who will NOT be evaluated this year. Talent will update the Frontline evaluation cycle to 'Off'.</p>              | <p><a href="#">Principal Central - OEA Evaluations</a></p> <ul style="list-style-type: none"> <li>• <a href="#">OEA Eval Procedures (Sep 2022)</a></li> <li>• <a href="#">OEA Evaluator - Evaluation Training Deck ...</a></li> <li>• <a href="#">Frontline Evaluator Instructions &amp; FAQ</a></li> </ul>  |
| <p><b>Evaluation Introduction &amp; Handbook:</b></p> <p><i>OUSD Talent notices teachers who are due for evaluation or are pending contract status.</i></p> <p><i>Evaluators confirm evaluation status with teachers who are on their caseload. Caseloads should be set by the notice date.</i></p>   | <p>By the 10th workday for the evaluatee. Administrator conducts meeting with evaluatees to inform them of the evaluation process and to provide them with access to the Evaluation Handbook (Article 13.1)</p> <p><b>Tuesday, August 16, 2022</b></p> | <ul style="list-style-type: none"> <li>• <a href="#">OEA Notification of Evaluation Sample Template</a></li> <li>• <a href="#">OUSD Evaluation Annual Project Plan</a></li> </ul> <p><b>For Evaluatees:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">OEA Certificated Teacher Evaluation Handbook.pdf</a></li> <li>• <a href="#">OEA Certificated Evaluation Handbook Additional ...</a></li> <li>• <a href="#">OEA Evaluatee Evaluation Annotated Timeline</a></li> <li>• <a href="#">OEA Evaluatees - Evaluation Training Deck 22-23</a></li> </ul> <p><a href="#">Frontline Professional Growth Login</a></p> |

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| <p><b>SMARTe Goals:</b> Evaluatee notifies evaluator of their SMARTe Goals, including:</p> <ul style="list-style-type: none"> <li>• Student Outcome Goal</li> <li>• Professional Practice Goal</li> </ul>   | <p>By the 18th workday after the beginning of the evaluatee's work year or the 18th day after classes begin, whichever is later. (Article 13.4.1)</p> <p><b>Wednesday, August 31, 2022</b></p> <p><i>Training opportunities TBA</i></p> | <ul style="list-style-type: none"> <li> OEA Eval Procedures (Sep 2022)</li> <li> OUSD Evaluator Action Plan includes specific actions and resources for facilitating the SMARTe Goal process.</li> <li> OEA Certificated Leaders - Evaluation Training Dec...</li> </ul> <p><b>For Evaluatees:</b></p> <ul style="list-style-type: none"> <li> OEA Evaluatees - Evaluation Training Deck 22-23</li> </ul> <p><a href="#">PDF Fillable Goals form</a></p>  |
| <p><b>SMARTe Goal Conference:</b> Initial conference between the evaluator and evaluatee to review SMARTe Goals forms developed by evaluatee, including:</p> <ul style="list-style-type: none"> <li>• Student Outcome Goal</li> <li>• Professional Practice Goal</li> </ul> | <p>By the 27th workday after the beginning of the evaluatee's work year or the 27th day after classes begin, whichever is later. (Article 13.4.2)</p> <p><b>Thursday, September 15, 2022</b></p>  | <ul style="list-style-type: none"> <li> OEA Eval Procedures (Sep 2022)</li> <li> SMARTe Goals Conference Schedule Sample Templat...</li> <li> SMARTe Goal Conference Sample Agenda</li> <li> OUSD Evaluator Action Plan</li> </ul>  |
| <p><b>Pre-Observation Conference:</b> Evaluator and Evaluatee discuss objective(s), strategies, and expected outcomes of the lesson.</p>  | <p>Prior to the scheduled observation.</p>  | <ul style="list-style-type: none"> <li> OEA Eval Procedures (Sep 2022)</li> </ul> <p>Certificated Observation Form: A1, B1, C1, or D1</p>   |
| <p><b>Observations:</b> Evaluator observes the evaluatee using the appropriate form and while taking contemporaneous notes.</p>   | <p>A minimum of 3 observations is required, 2 of which must be scheduled</p> <p><i>Training opportunities TBA</i></p>   | <ul style="list-style-type: none"> <li> OEA Eval Procedures (Sep 2022)</li> </ul> <p>Certificated Observation Form: A1, B1, C1, or D1</p> <p>Suggested pacing is to complete:</p> <ul style="list-style-type: none"> <li>• 1 Evaluation cycle by Thanksgiving break</li> <li>• 1 Evaluation cycle by February 1st</li> <li>• 1 Evaluation cycle by April 1st</li> </ul> <ul style="list-style-type: none"> <li> OEA Evaluation Schedule Sample Template 22-23</li> <li> Best Practices for Scheduling Observations</li> </ul> |

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| <p><b>Post-Observation Conference:</b> Evaluator and evaluatee confer about observation including strengths and areas of growth, with a focus on improvement.</p> | <p>Within 5 workdays of the observation.<br/><br/>(Article 13.6.1.2.)</p>  | <p> OEA Eval Procedures (Sep 2022)</p> <p>Certificated Observation Form:A1, B1, C1, or D1</p> |
| <p><b>Summative Evaluation Conference:</b> Evaluator and evaluatee meet to review summative ratings, averaged from the Certificated Observation Form ratings.</p> | <p>By the last workday in April.<br/>(Article 13.2.3.7.)</p> <p><b>Friday, April 28, 2023</b></p> <p><i>Training opportunities TBA</i></p> | <p> OEA Eval Procedures (Sep 2022)</p> <p>Summative Evaluation Report: A2, B2, C2, or D2</p>  |