

Probationary Teacher Years 1-3: Supervised

updated 07.31.17

	Timeline	Step in Evaluation Cycle	Documents Needed
<p>Ongoing feedback based on informal observations will happen periodically throughout the year.</p>	<p>Required Prior to September 30th</p> <p><i>Recommended</i> September 15th</p>	<p>Review Evaluation Process (Conducted in meeting with all PAT unit members)</p> <ul style="list-style-type: none"> • Distribution of Handbook • Discussion of Framework • Review of Process: timeline, goal-setting, forms 	<p>Handbook Framework (Appendix A) Rubric (Appendix B) Forms (Appendix C)</p>
	<p><i>Recommended</i> Prob 1: by October 1st Prob 2: by October 1st Prob 3: by October 15th</p>	<p>Goal Setting Conferences</p> <ul style="list-style-type: none"> • Teacher brings draft of goal setting Form • Discuss goals and finalize Goal Setting Form • Schedule formal observation, pre- and post-conferences 	<p>Form 1</p>
	<p><i>Recommended</i> Prob 1: by October 1st Prob 2: by November 15th Prob 3: by December 1st</p>	<p>Formal Observation #1 Each formal observation must include the following conferences and forms:</p> <ul style="list-style-type: none"> • Pre-Observation Conference • Formal Classroom Observation • Post-Observation Conference 	<p>Form 2 Form 3 Form 4</p>
	<p>Required Prob 1: by October 31st Prob 2: by last workday prior to Thanksgiving Prob 3: by last workday prior to the winter break</p> <p>Administrator shares draft of Formal Observation Summary at least 48 hours in advance.</p>	<p>Formal Observation Summary Meeting</p> <ul style="list-style-type: none"> • Discuss progress towards goals • Review of draft Formal Observation Summary • Discuss and share additional artifacts which may not have been observed (<i>i.e.</i>, Domain 4) • Finalize and sign Formal Observation Summary • Send into HR for Personnel File 	<p>Draft of Formal Obs Summary Form 1 Form 5</p>
	<p><i>Recommended</i> By the last workday in January</p>	<p>Goal Reflection and Revision</p> <ul style="list-style-type: none"> • Reflect on goals progress • Revise goals, including content and baseline data, as needed for next year • Submit revised goals, if any 	<p>Form 1</p>
	<p>Required By March 1st</p> <p>Administrator shares draft of Summative Evaluation Report at least 48 hours in advance.</p> <p>Administrator makes contract renewal recommendation prior to March 1.</p>	<p>Formal Observation #2 Two formal observations are the minimum. Each formal observation must include the following conferences and forms:</p> <ul style="list-style-type: none"> • Pre-Observation Conference • Formal Classroom Observation • Post Observation Conference 	<p>Form 2 Form 3 Form 4</p>
		<p>Summative Evaluation Meeting</p> <ul style="list-style-type: none"> • Discuss progress towards goals • Review of Summative Evaluation Report • Discuss and share additional artifacts which may not have been observed (<i>i.e.</i>, Domain 4) • Finalize and sign Summative Evaluation Form • Send into HR for Personnel File 	<p>Form 1 Form 6</p>

**Contract Teacher
Supported Year**

	Timeline	Step in Evaluation Cycle	Documents Needed
Ongoing feedback based on informal observations will happen periodically throughout this year.	Required By September 30th	Review Evaluation Process (Conducted in meeting with all PAT unit members) <ul style="list-style-type: none"> • Distribution of Handbook • Discussion of Framework • Review of Process (timeline, goal-setting, forms) 	Handbook Framework (Appendix A) Rubric (Appendix B) Forms (Appendix C)
	Recommended By the last workday in January	Mid- Year Goal Reflection and Revision <ul style="list-style-type: none"> • Reflect on goal progress • Revise goals, including content, context and baseline data, as needed for year 2 • Submit revised goals, if any 	Form 1

**Contract Teacher
Supervised Year**

	Timeline	Step in Evaluation Cycle	Documents Needed
Ongoing feedback based on informal observations will happen periodically throughout the year.	Required By September 30th	Review Evaluation Process (Conducted in meeting with all PAT unit members) <ul style="list-style-type: none"> • Distribution of Handbook • Discussion of Framework • Review of Process: timeline, goal-setting, forms 	Handbook Framework (Appendix A) Rubric (Appendix B) Forms (Appendix C)
	Recommended <i>By October 15th</i>	Goal Setting Conference <ul style="list-style-type: none"> • Teacher brings draft of goal setting form • Discuss SMART Goals and finalize goal setting form • Schedule formal observation, pre- and post-conferences 	Form 1
	<i>Conducted Between Goal Conference – April 1st</i>	Formal Observations One formal observation is the minimum number required. Each formal observation must include the following conferences and forms: <ul style="list-style-type: none"> • Pre-Observation Conference • Formal Classroom Observation • Post-Observation Conference 	Form 2 Form 3 Form 4
	Recommended <i>By the last workday in January</i>	Mid-Year Goal Reflection and Revision <ul style="list-style-type: none"> • Reflect on goal progress • Revise goals, including content, context and baseline data, as needed for next year • Submit revised goals, if any 	Form 1
	Required By May 1st Administrator shares draft of Summative Evaluation Report at least 48 hours in advance Administrator makes contract non-extension recommendation prior to March 1	Summative Evaluation Meeting <ul style="list-style-type: none"> • Discuss progress towards Goals • Review draft Summative Evaluation Report • Discuss and share additional artifacts which may not have been observed (<i>i.e.</i>, Domain 4) • Finalize & sign Summative Evaluation Form • Send into HR for Personnel File 	Form 1 Form 6