

PAT Evaluation Timeline

Probationary Teacher Years 1-3: Supervised

| | 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>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 2 Form 3 Form 4</p> <p>Form 1 Form 6</p> |

PAT Evaluation Timeline

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 |