

*A Category 1 teacher is either on a temporary certificate, new to the district, returning to the district from a break in service, or new to the profession.*

## 2022-2023 Category 1 Classroom Teacher Observation Timeline

	1st Quarter August 10, 2022 – October 13, 2022	2nd Quarter October 14, 2022 - December 16, 2022	3rd Quarter January 5, 2023 - March 10, 2023	4th Quarter March 20, 2023 - April 14, 2023
<b>Walkthrough</b>	2	2	2	
<b>Informal</b>	1		1	
<b>Formal</b>	1		1	
<b>Other Evaluation Information</b>	<p><u>Self-Evaluation Must Be Completed:</u> October 13, 2022 For employees hired after August 10, must be completed no later than the first 45 student days after employment start date.</p> <p><u>Interim Evaluations:</u> January 3 - 27, 2023 (required for all Category 1 teachers)</p> <p><u>Mid-Year SAO Conferences:</u> January 3 – 27, 2023 (required for all Category 1 teachers &amp; any other teacher requesting Targets to be changed)</p> <p><u>Last day to conduct observations:</u> April 14, 2023 <u>Last day to enter data in Journey:</u> April 21, 2023</p> <p><u>SAO Summative Evaluations &amp; Final Evaluation Conferences (formerly known as Stage 1):</u> April 24 – May 19, 2023</p>		<p><u>Formal Observation</u> = Full class period or 60 min., whichever is less</p> <p><u>Informal Observation</u> = no less than 20 minutes</p> <ul style="list-style-type: none"> <li>○ An informal must be conducted prior to a formal.</li> </ul> <p><u>Walkthrough Observation</u> = no less than 10 minutes</p> <ul style="list-style-type: none"> <li>○ The completion of 2 walkthroughs is required prior to conducting an informal.</li> <li>○ Walkthroughs must be conducted for the first 3 quarters only.</li> </ul> <p><b><u>CBA language (15.2-2):</u></b> <b>The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last <u>finalized</u> observation.</b></p>	

### PDP Teacher Requirements

- minimum of 1 formal observation each 90 days while engaged in the PDP process
- minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process
- 3 walkthrough observations each 90 days while engaged in the PDP process

***A Category 2 teacher is a teacher on a professional teaching certificate with at least one year of teaching experience.***

## 2022-2023 **Category 2** Classroom Teacher Observation Timeline

	1st Quarter August 10, 2022 – October 13, 2022	2nd Quarter October 14, 2022 - December 16, 2022	3rd Quarter January 5, 2023 - March 10, 2023	4th Quarter March 20, 2023 - April 14, 2023
<b>Walkthrough</b>	1	1	1	
<b>Informal</b>	1			
<b>Formal</b>	1			
<b>Other Evaluation Information</b>	<p><u>Self-Evaluation Must Be Completed:</u> October 13, 2022 Employees hired after August 10 must complete no later than the first 45 student days after employment start date.</p> <p><u>Interim Evaluations:</u> January 3 - 27, 2023</p> <p><u>Mid-Year SAO Conferences:</u> January 3 – 27, 2023 (required for all Category 1 teachers &amp; any other teacher requesting Targets to be changed)</p> <p><u>Last day to conduct observations:</u> April 14, 2023</p> <p><u>Last day to enter data in Journey:</u> April 21, 2023</p> <p><u>SAO Summative Evaluations &amp; Final Evaluation Conferences (formerly known as Stage 1):</u> April 24 – May 19, 2023</p>		<p><u>Formal Observation</u> = Full class period or 60 min., whichever is less</p> <p><u>Informal Observation</u> = no less than 20 minutes</p> <ul style="list-style-type: none"> <li>○ An informal must be conducted prior to a formal.</li> </ul> <p><u>Walkthrough Observation</u>= no less than 10 minutes</p> <ul style="list-style-type: none"> <li>○ The completion of 1 walkthrough is required prior to conducting an informal.</li> <li>○ Walkthroughs must be conducted for the first 3 quarters only.</li> </ul> <p style="text-align: center;"><b><u>CBA language (15.2-2):</u></b></p> <p style="text-align: center;"><b>The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last <u>finalized</u> observation.</b></p>	

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