



TIMELINES

August 6 - August 31

- Beginning of Year Evaluation Conference/Meeting
 - Notification to certified staff in writing of primary evaluator
 - Copies of the evaluation tool to be used will be given to the certified staff.
 - Discussion of the Teacher Effectiveness Rubric (TER) will be discussed.
- Documentation of notification must be kept by the primary evaluator
 - A list from each school with teachers' names and their primary evaluation must be sent to HR and Directors (this list will be given to IEA by HR)
 - A copy of each school's list with teachers' names and their primary evaluator will be given to the IEA President by Human Resources.
- Secondary evaluators could include:
 - Building Administrators
 - District Directors
 - Division Heads
 - Administratively licensed Content Directors

September 1 – 30

- **First Short Observation**
- Teachers' evidence for Domains 1 and 3 will collected, recorded and filed.
 - First short observation to be completed (at least 15 minutes in length)
 - Legible copy of observation notes to be e-mailed to teacher within two working days of observation
 - Post conference three (working) days after observation **is encouraged, but not mandatory EXCEPT IF DEFICIENCIES HAVE BEEN NOTED**
- Teachers' evidence for Domains 1 and 3 will collected, recorded and filed.

September 5 - October 5

- **Elementary Student Learning Objective (SLO)**
 - Student Learning Objective (SLO) conference to be completed by October 5th
 - Student Learning Objectives (SLO) to be completed by October 5th
 - Results of the SLO will be determined after the Post Assessment used in the SLO is given and the results calculated (in May).

September 5 – October 5

- **Secondary Student Learning Objectives (SLO)**
PLEASE NOTE: Secondary teachers will write their SLO for the first semester class.
 - Student Learning Objective (SLO) conference to be completed by October 5th

- Student Learning Objectives (SLO) to be completed by October 5th

October 8th – December 21st

- **First Semester Extended Observation**

- Extended Observation to be completed by December 21st (at least 40 minutes)
- Written documentation of observation given to teacher within 3 working days
- Post-Conference to be held within 5 days after observation (mandatory for all)
- Collect documentation for Domains 1 and 3 brought by the teacher and reviewed/discussed at the Post-Conference

- **STEP-UP Plan**

- STEP-UP Plan should be written if deficiencies are noted and there is improvement needed
- STEP-UP Plan written and implemented
 - STEP-UP Plan should be from 4 to 8 weeks in length.
 - Plans to be developed by primary evaluator and teacher and representation from the IEA if the teacher requests
 - It should include areas of concern/deficiencies.
 - No more than two areas of concern maximum should be addressed on a plan at one given time
 - It should include what assistance will be provided and what Professional Development will be given to help improve this teacher's performance.
 - It should state what the outcome(s) of the improvement should look like.
 - STEP-UP Plan must be reviewed at the end of the time period established and a determination is made to...
 - Continue the STEP-UP Plan as written
 - Revise the STEP-UP Plan and continue it
 - Discontinue the STEP-UP Plan because deficiencies have been corrected and it is no longer needed

December 17 – December 21

- **Mid-Year Evaluation/Conference**

- A Mid-Year Evaluation and Conference must be held **ONLY** for teachers who ...
 - Are currently on an STEP-UP Plan
 - Have had deficiencies noted on the First and/or Second Short Observation and/or the Extended Observation
 - If deficiencies are noted in any of the four (4) indicators in Domain 4, Core Professionalism

- **INTERVENTION PLAN**

- An INTERVENTION Plan is to be written for the second semester if a Mid-Year Evaluation denotes deficiencies in any Domain.
- Continued collection of teachers' evidence for Domains 1 and 3 will be collected, recorded and filed.

January 7th – January 25th

- **SECOND SEMESTER Secondary Student Learning Objectives (SLO'S)**

PLEASE NOTE: This SLO will be the one that will be used in determining the final score on the RISE Summative Evaluation

- Second Semester Student Learning Objective (SLO) conference to be completed by January 25th
- Second Semester Student Learning Objectives (SLO) to be completed by January 25th (the results of this SLO will count will be used in determining the final summative evaluation score).

January 7th – January 31st - Meet with teachers and review progress on SLO's written in by October 5, 2012.

January 7th - March 15th

- **Second Semester Extended Observation**
 - Extended Observation to be completed by March 25th (at least 40 minutes in length)
 - Written documentation of observation given to teacher within 3 working days
 - Post-Conference to be held within 5 days after observation (mandatory for all)
 - STEP-UP Plan written and implemented
 - STEP-UP Plan should be from 4 to 8 weeks in length.
 - Plans to be developed by primary evaluator and teacher and representation from the IEA if the teacher requests
 - It should include areas of concern/deficiencies.
 - No more than two areas of concern maximum should be addressed on a plan at one given time
 - It should include what assistance will be provided.
 - It should state what the outcome(s) of the improvement should look like.
- Review on-going STEP-UP Plans at the end of the time period established and a determination is made to...
 - Continue the STEP-UP Plan as written
 - Revise the STEP-UP Plan and continue it
 - Discontinue the STEP-UP Plan because deficiencies have been corrected and it is no longer needed

COMPLETING THE FINAL STEPS

FOR TEACHERS RATED **INEFFECTIVE** OR **NEEDS IMPROVEMENT**

March 15th – May 19th - Second and Third Short

Observations to be completed for teachers who are rated **INEFFECTIVE** or **NEEDS IMPROVEMENT**

- At least 15 minutes in length
- Completed observation sent to teacher within 2 working days
- Post conference three days after observation is encouraged, but not mandatory EXCEPT IF DEFICIENCIES HAVE BEEN NOTED
- Step Up Plan written for noted deficiencies
- Collect documentation for Domains 1 and 3

May 19th - FINAL SUMMATIVE EVALUATION completed
For teachers who are rated **INEFFECTIVE** or **NEEDS IMPROVEMENT**.

- Primary Evaluator must hold an end-of-conference and discuss the completed Final Summative Evaluation if teacher is **INEFFECTIVE** OR **NEEDS IMPROVEMENT** by May 19th.
- Primary Evaluator and teacher must sign the Final Summative Evaluation
- Primary Evaluator and teacher must begin making plans for writing a Performance Improvement Plan.

May 22nd – June 10th

PERFORMANCE IMPROVEMENT PLAN

- Must be written for teachers who have been rated **INEFFECTIVE** OR **NEEDS IMPROVEMENT**
- Must be written by the primary evaluator and teacher and an IEA representative (if teacher requests)
- Must address areas of deficiencies
- Must be completed and signed by teacher and primary Evaluator by June 10th

FOR TEACHERS RATED **EFFECTIVE** OR **HIGHLY EFFECTIVE**

March 15th – May 8th - Second Short

Observation to be completed for teachers who are rated **EFFECTIVE** or **HIGHLY EFFECTIVE**

- At least 15 minutes in length
- Completed observation sent to teacher within 2 working days
- Post conference three days after observation is encouraged, but not mandatory EXCEPT IF DEFICIENCIES HAVE BEEN NOTED
- Step Up Plan written for noted deficiencies

May 9th – May 31st Third Short Observation

to be completed for teachers who are **EFFECTIVE** or **HIGHLY EFFECTIVE**

- At least 15 minutes in length
- Completed observation sent to teacher within 2 working days
- Post conference three days after observation is encouraged, but not mandatory EXCEPT IF DEFICIENCIES HAVE BEEN NOTED
- Step Up Plan written for noted deficiencies

By June 11th - Final Summative Evaluation Completed (on-line)

- Primary Evaluator must hold an end-of-conference who will have a continuing contract.
- For teachers who are rated **EFFECTIVE** or **HIGHLY EFFECTIVE** on TER
- Must be printed, signed and dated by the Primary Evaluator and the teacher
- Copy must be given to school's Director
- Director will give a copy of each Teacher's evaluation to HR for placement in each teacher's file.

- **END OF ACADEMIC YEAR (JUNE)**
 - **CERTIFIED STAFF WITH EFFECTIVE OR HIGHLY EFFECTIVE RATING ON THE TEACHER EFFECTIVENESS RUBRIC**
 - **Primary evaluator must hold an end of year conference with employees who have shown a record of effectiveness who will have a continuing contract.** Discussion of the evaluation evidence collected via observations throughout the year as well as any initial student learning data will be discussed. Evaluators will not have all the material to complete the total Summative Evaluation**, but based on observations there will be ample material with which to have a productive discussion. This conference will give a teacher a strong sense of their current performance as well as general ideas for improvement in the coming year.
 - **CERTIFIED STAFF WITH INEFFECTIVE OR NEEDS IMPROVEMENT RATING ON THE TEACHER EFFECTIVENESS RUBRIC BY MAY 19TH.**
 - **Primary evaluator must hold an end of year conference with employees who have an INEFFECTIVE OR NEEDS IMPROVEMENT RATING ON THE TEACHER EFFECTIVENESS RUBRIC.** Discussion of the evaluation evidence collected via observations throughout the year as well as any initial student learning data will be discussed. Deficiencies will be discussed and a Performance Improvement Plan should be written to address these deficiencies. The primary evaluator and teacher must set goals. These goals must be monitored and revised as necessary. The Professional Development goals must be directly tied to areas of improvement within the Teacher Effectiveness Rubric. Teachers with Professional Development Plans are required to use license renewal credits for all professional development activities they attend as part of meeting their goal. This Plan must be completed and signed by teacher and primary Evaluator by June 10th
 - **CERTIFIED STAFF WHO ARE ELIGIBLE FOR CANCELLATION OR NON-RENEWAL OF CONTRACTS DUE TO REDUCTION IN FORCE, PROBATIONARY STATUS, OR INCOMPETENCE***
 - **Primary evaluator must hold an end-of-year conference with employees who are eligible for cancellations or non-renewal of contracts due to reduction in force, probationary status, or incompetence.*** Although the total summative ratings will likely not be available until late June, Primary evaluators will use the most complete and accurate information in hand that shows a picture of the teachers effectiveness for the year. Any decisions should be based on a body of evidence collected over time as well as on the evaluator's best professional judgment.
 - Evidence collected (including, but not limited to observation notes, student data [formative and summative throughout the year] student work, lesson plans, and other assessments)

throughout the school year can be used to document the poor performance rating.

***Note on “incompetence”:** IC 20-28-7.5-1(e)(4) permits a corporation to immediately terminate a teacher contract for “incompetence”. Incompetence includes (but NOT limited to) a teacher’s receipt of ineffective designations on two consecutive performance evaluations (IC 20-28-7.5-1(e)(4)(A)) or an ineffective designation or IMPROVEMENT NECESSARY rating in three years of any five year period (IC 20-28-7.5-1(e)(4)(B)).

****Note: Final Summative will not be completely finished until the State releases Individual Growth Model (IGM) and School-wide Learning Measure (SWL). Teacher is to sign off on the completed Final Summative Evaluation sections of Professional Practice and Student Learning Objective sections. The totally completed Final Summative Evaluation containing the remaining sections of School-wide Learning Measures and Individual Growth Model data (where applicable) will be finalized when the teacher returns to school in August. The final signature will be done on the Final Evaluation when both sections (Professional Practice + Measures of Student Learning) scores are completed.**