

Arkansas Teacher Excellence Support System

Timelines by Track

Track 2A: Interim Teacher Appraisal Timeline - Summative Evaluation

Track 2 includes teachers who are not Novice/Probationary or in Intensive Support Status and are scheduled for a summative evaluation once every three years. Teachers in Track 2A receive a full summative evaluation.

Step 1: June--August

- New administrator attends ADE training.
- Evaluator successfully completes Teachscape modules and test.
- Districts/schools/co-ops provide professional development opportunities based on identified needs with more focused training on the components to enhance TESS understanding.

Step 2: August—October

- The Professional Growth Plan (PGP) is an individual plan for professional growth. Teachers should have completed the PGP in the previous spring at the conclusion of the summative evaluation conference.
- Using a teacher's PGP, the evaluator and teacher plan actions, professional learning, or changes in instructional practice for the year.
- At least one informal observation (may be unannounced), based on the identified components of the PGP, with feedback, should be conducted prior to a formal observation.

Step 3: September – December

- Certified evaluator should conduct at least one formal observation (announced) containing a pre-conference, observation (at least 75% of the class period or 45 minutes if block schedule), and post conference.
- Evaluator completes a Formative Evaluation for each teacher based on the formal observation.

Step 4: November - April

- Additional informal observations with feedback should be conducted based on results of the formal observation and/or from the PGP's identified components.
- An additional formal observation may be conducted if the evaluator feels it is needed.

Step 5: December—January

- A mid-year review of the PGP with the teacher might include discussion related to informal observation(s) results. Possible revisions might result.

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Track 2A: Interim Teacher Appraisal Timeline - (continued)

Step 6: April--May

SUMMATIVE EVALUATION MEETING

- If a teacher received Basic or Unsatisfactory ratings on any components early in the year; but improvements are demonstrated, the evaluator may opt to utilize Pre-Summative Evaluation Questions to determine whether all information and artifacts are submitted prior to completing the Summative Evaluation.
- A conference is conducted between evaluator and teacher to discuss performance on all 22 components obtained from informal and formal observations throughout the year, progress on the PGP, relevant artifacts, and input from the teacher.
- Evaluator makes the final summative rating decision.
- Teacher develops or continues a PGP in cooperation with the evaluator for the next school year.
- If a teacher has an Unsatisfactory rating on any domain, the teacher shall be placed in the Intensive Support Status (Track 3)**. The teacher and evaluator develop an Intensive Growth Plan (IGP) by reviewing relevant data to determine goals for a research-based plan of improvement. If poor student performance is the basis for the teacher's status, student performance data is utilized to develop the plan. A teacher may be placed in the Intensive Support Status (Track 3) with ratings of Basic or Unsatisfactory on a majority of the components in one domain. The same process for IGP development should be followed. The teacher should receive notice in writing that he/she has been placed in Intensive Support Status (Track 3).

**A teacher may be placed into the Intensive Support Status at any time of the year. If placement in the Intensive Support Status does not happen at the summative evaluation conference at the end of the school year, the teacher should immediately be evaluated based on procedures in Track 3.

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Track 2B: Interim Teacher Appraisal Timeline – Not Summative

Track 2 includes teachers who are not Novice/Probationary or in Intensive Support Status and are scheduled for a summative evaluation once every three years.

Teachers in Track 2B will NOT be required to receive a full summative evaluation this year but will receive a modified observation cycle and evaluation based on their Professional Growth Plan (PGP).

At any time the evaluator believes there is evidence to support several areas of growth not addressed on the PGP, the evaluator may place the teacher in Track 2A. If after being placed in Track 2A, a teacher may be placed in Track 3 if evidence from observations supports placement.

Step 1: July--August

- New administrators attend ADE training.
- Evaluators successfully complete Teachscape modules and test.
- Districts/schools/co-ops provide professional development opportunities based on identified needs with more focused training on components to enhance TESS understanding.

Step 2: August--September

- The PGP is an individual plan for professional growth and is the focus of the evaluator's observations. Teachers complete the PGP in the previous spring at the conclusion of the summative evaluation conference.
- Using a teacher's PGP, the evaluator and teacher plan the actions, professional learning, or changes in instructional practice for the year.

Step 3: October--April

- Evaluator conducts multiple informal observations (may be unannounced) with feedback focusing on professional growth to ensure the teacher is meeting the outcomes of the PGP.
- If the evaluator feels there are areas of concern based on the informal observations, the teacher will be moved into Track 2A and receive a full summative evaluation.

Step 4: December—January

- A mid-year review of the PGP with the teacher might include discussion related to informal observation(s) results. Possible revisions might result.

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Timelines by Track

Track 2B: Interim Teacher Appraisal Timeline – Not Summative (continued)

Step 5: April- May

- Teacher and evaluator conference to determine progress on the PGP and relevant portions of the evaluation framework.
- During the two years, a modified evaluation is conducted using portions of the evaluation framework that are relevant to the PGP.
- Teacher continues or modifies the current the PGP, or develops a new PGP based on achievement of goals in collaboration with the evaluator.