

# Teacher Evaluation Process

## Component 2: Orientation

Within two weeks of teacher's first day, the principal will provide:

- A. The Rubric for Evaluation;
- B. Teacher Evaluation Policy **and laws**
- C. A schedule for completing evaluation process.

## Component 1: Training

Before participating in the evaluation process, all teachers, principals, and peer evaluators must complete training on the evaluation process.

## Component 8: PD Plans

**Individual Growth Plans**— "Proficient" or better

**Monitored Growth Plans** — At least 1 "Developing"

**Directed Growth Plans** — "not Demonstrated" or "Developing" rating for 2 sequential years

## Component 7: Summary Evaluation Conference and Scoring the Teacher

### Summary Rating Form—

Prior to end of school Principal conducts summary evaluation conference with teacher to discuss components of the evaluation. At the conclusion:

- A.** Give rating for each Element in Rubric
- B.** Comment on "Not Demonstrated"
- C.** Give overall rating of each Standard
- D.** Provide teacher 5 days to add comments to the Summary Rating Form
- E.** Review completed Teacher Summary Rating Form with teacher and
- F.** Secure the teacher's signature on the Record of Teacher Evaluation Activities and Teacher Summary Rating Form

## Component 3: Teacher Self-Assessment

Using the Rubric, the teacher shall rate his/her performance and reflect on his or her performance throughout the year. Principals will conduct informal walk-throughs.

## Component 4: Pre-Observation Conference

Before the first formal observation, the principal meets with the teacher to discuss: self assessment, professional growth plan, a written description of the lesson(s) to be observed. Goal: To prepare principal for the observation.

## Component 5: Observations

- A. Formal observation: 30 minutes minimum or entire class period
- B. Probationary teachers: 2 formal by principal

## Component 6: Post-Observation Conference

The principal shall conduct a post-observation conference after each formal observation. Discuss and document strengths and weaknesses on the Rubric.

