

Teacher Evaluation Process SY 2016-2017

Modifications at a Glance

SY 2016-2017

	2015-2016	Modifications/Explanations for 2016-2017
Planning Meeting	<p>Evaluation Planning Meeting</p> <p>2 artifacts for each of 3 components in Portfolio</p>	<ul style="list-style-type: none"> Evaluation Planning Meeting takes place only if needed, HOWEVER the Teacher Evaluation Planning Form must be completed and sign by both the teacher and administrator before the teacher begins work on the portfolio and PGP. The Form contains both the Portfolio and the PGP. The Portfolio includes 1 component, the school-wide component and two artifacts are submitted for this component. The PGP (which is part of the Portfolio) includes 1 growth goal and up to three artifacts can be submitted.
Pre-Observation Form	Pre-Observation form submitted in TalentEd	<ul style="list-style-type: none"> The Teacher Pre-observation Form is completed by the teacher and submitted to the administrator. The Pre-observation meetings only occur if needed, UNLESS the teacher is probationary. Then it is required.
Observation	2 observations are required for teachers, and 3 observations for probationary teachers. Specific timelines were established for each observation.	<ul style="list-style-type: none"> The Teacher Observation Danielson Framework for Teaching Form is used by the administrator to score the teacher's observation. For the 2016-17 school year, there are no specific timelines for each observation. The process needs to reflect what is in the contract (e.g., the post-observation conference must occur within 10 days of the observation). Specific observation timelines will be determined and communicated for the 2017-18 school year.
Post-Observation Form		<ul style="list-style-type: none"> The teacher completes the Teacher Post-Observation Form and submits it to the administrator before the post-observation conference between the teacher and the administrator. The Post-observation conference is required for all teachers.
Mid-Year check In	Required Mid-Year Check-in Meeting	<ul style="list-style-type: none"> The Mid-Year Checklist is completed by the teacher and submitted to the administrator. A Mid-Year Check-in meeting is only required for probationary teachers, HOWEVER if the administrator or teacher has any concerns, a meeting may be scheduled to discuss and resolve concerns. For the 2016-17 school year, the Mid-Year Check-in



		Form and meeting, if required, is to be completed by the end of March.
Portfolio Review Meeting	Portfolio Review Form and Portfolio Review Meeting during which a teacher presents the completed Portfolio	<ul style="list-style-type: none">• Teacher Portfolio Reflection Form is required and completed by the teacher. The teacher describes the artifacts that are uploaded into BriteLocker and reflects on teaching practice. The completed form is then submitted to the administrator.• The 5-slide PowerPoint is not required, but can be used as a resource to organize the portfolio. If a teacher chooses to create a 5-slide PowerPoint, it is also uploaded into BriteLocker so the administrator can view it.• Portfolio/PGP due date has been moved to June 9, 2017 for this school year.• A Portfolio Review Meeting is only required for probationary teachers. HOWEVER, if the administrator has any questions or concerns, a meeting may be requested with any teacher.• The administrator completes the Portfolio Scoring Form after reviewing the Teacher Portfolio Reflection Form and conducting the Portfolio Review Meeting, if required.
Mid-Year check In	Meeting Required	<ul style="list-style-type: none">• The Mid-Year Check-in form is completed by the teacher and submitted to the administrator.• A Mid-Year Check-in meeting is only required for probationary teachers, HOWEVER if the administrator or teacher has any concerns, a meeting may be scheduled to discuss and resolve concerns.• For the 2016-17 school year, the Mid-Year Check-in Form and meeting, if required is to be completed by the end of March.
Summative Meeting	Meeting Required	<ul style="list-style-type: none">• Performance Ratings have been added to the summative scoring form.