

## TalentEd Steps for Teacher Evaluation Process

### Entire Teacher Observation Process

1. **TPGP** (Teacher completes form and submits, Principal sees when submitted)
2. **Teacher Portfolio Planning Form** (Teacher completes and submits; Teacher must complete both #1 and #2 before #3 occurs, Principal sees when submitted)
3. **Teacher Evaluation Planning Meeting Scheduled** to discuss forms in #1 and #2 (Principal schedules, Teacher confirms, and both see)  
**[Teacher Portfolio Planning Meeting occurs after Step 3. There is not a step in TalentEd for the meeting. The teacher MUST complete Step 1 and 2 BEFORE the meeting occurs.]**
4. **1<sup>st</sup> Pre-Observation Meeting Scheduled** (Principal schedules, Teacher confirms, then both see)
5. **1<sup>st</sup> Pre-Observation Form** (Teacher completes form and submits, Principal sees when submitted)
6. **1<sup>st</sup> Teacher Observation Danielson Framework for Teaching** (Principal records evidence during observation and scores the observation)
7. **1<sup>st</sup> Post-Observation Meeting scheduled** (Principal schedules, Teacher confirms, both see)  
**[1<sup>st</sup> Post- Observation Meeting occurs within 10 days of the teacher observation]**
8. **1<sup>st</sup> Post-Observation Form** (Principal completes and submits , Teacher sees when submitted)
9. **Mid-Year Check-in Meeting Scheduled** (Principal schedules, teacher confirms, both see)
10. **Mid-Year Check in Summary** (Principal completes form and submits, Teacher sees once completed)
11. **Schedule 2<sup>nd</sup> Observation** (Principal schedules, teacher confirms, both see)
12. **2<sup>nd</sup> Pre-Observation Form** (Teacher completes and submits form, Principal sees when submitted)
13. **2<sup>nd</sup> Teacher Observation Danielson Framework for Teaching** (Principal records evidence during observation and scores the observation)
14. **2<sup>nd</sup> Post-Observation Meeting scheduled** (Principal schedules, Teacher confirms, both see)  
**[2<sup>nd</sup> Post- Observation Meeting occurs within 10 days of the teacher observation]**
15. **2<sup>nd</sup> Post Observation. Form** (Principal completes form and submits, Teacher sees when submitted)
16. **Schedule 3<sup>rd</sup> Observation, if applicable** (Principal schedules, Teacher confirms, both see)
17. **3<sup>rd</sup> Pre-Observation Form, if applicable** (Teacher completes and submits form, Principal sees when submitted)
18. **3<sup>rd</sup> Teacher Observation Danielson Framework for Teaching, if applicable** (Principal records evidence during observation and scores observation)
19. **3<sup>rd</sup> Post Observation Meeting scheduled, if applicable** (Principal schedules, Teacher confirms, both see)  
**[3<sup>rd</sup> Post- Observation Meeting occurs within 10 days of the teacher observation]**

**20. 3<sup>rd</sup> Post Observation Form, if applicable** (Principal completes and submits form, Teacher sees when submitted)

**21. Portfolio Review Scheduled** (Principal schedules, Teacher confirms, both see)

**22. Portfolio Review Form** (with TPGP reflection) (Teacher completes form, Principal sees when submitted)

**[Portfolio Review occurs.]**

**23. Portfolio Scoring Form** (Principal completes and submits form, Teacher sees when submitted)

**24. Schedule Teacher Summative Evaluation Meeting** (Principal schedules, Teacher confirms, both see)

**25. Teacher Instructional Time Form** (Principal completes form based on teacher's attendance and tardies in TimeForce and submits, teacher sees when submitted)

**26. Teacher Summative Evaluation Form** (Principal completes form before or during the meeting (#24), Teacher sees during the meeting )

**[Teacher's Summative Evaluation Meeting occurs before the last day of school.]**

## TalentEd Steps for Teacher Process by Topic

### Portfolio

1. **TPGP** (teacher form) (principal sees when submitted)
2. **Teacher Portfolio Planning Form** (Teacher completes #1 and 2 before #3 occurs)  
(Principal sees when submitted)
9. **Mid-Year Check-in Meeting Scheduling** (formerly Portfolio) (Principal task, teacher confirms, both see)
10. **Mid-Year Check in Summary** (principal form to complete, teacher sees once completed)
21. **Portfolio Review Scheduled** (Principal task, teacher confirms, both see)
22. **Portfolio Review Form** (with TPGP reflection) (teacher form, Principal sees when completed)
23. **Portfolio Scoring Form** (Completed by Principal)

### Observation

3. **Teacher Evaluation Planning Meeting Scheduled** (previously #15) (Principal task, teacher confirms, and both see in their view) to discuss forms in #1 and 2
4. **1<sup>st</sup> Pre-Observation Meeting Scheduled** (Principal task, teacher confirms, then both see)
5. **1<sup>st</sup> Pre-Observation Form** (Teacher form, principal sees when submitted)
6. **1<sup>st</sup> Teacher Observation Danielson FfT** (Principal views only)
7. **1<sup>st</sup> Post Observation Meeting scheduled** (Principal task, Teacher confirms, Both see)
8. **1<sup>st</sup> Post Obs. Form** (Principal task -completed by principal, reflection prompts)
11. **Schedule 2<sup>nd</sup> Observation** (Principal task, teacher confirms both see)
12. **2<sup>nd</sup> Pre-Observation Form** (Teacher form, principal sees when submitted)
13. **2<sup>nd</sup> Teacher Observation Danielson Framework for Teaching** (Principal views only)
14. **2<sup>nd</sup> Post Observation Meeting scheduled** (Principal task, Teacher confirms, Both see)
15. **2<sup>nd</sup> Post Obs. Form** (completed by principal)
16. **Schedule 3<sup>rd</sup> Observation, if applicable** (Principal task, teacher confirms both see)
17. **3<sup>rd</sup> Pre-Observation Form, if applicable** (Teacher form, principal sees when submitted)
18. **3<sup>rd</sup> Teacher Observation Danielson Framework for Teaching, if applicable** (Principal views only)
19. **3<sup>rd</sup> Post Observation Meeting scheduled, if applicable** (Principal task, Teacher confirms, Both see)
20. **3<sup>rd</sup> Post Obs. Form, if applicable** (completed by principal)
24. **Schedule Teacher Summative Evaluation Meeting** (Principal task, teacher confirms, both see)
25. **Teacher Summative Evaluation Form** (calculations occur)(Principal task – completes after the meeting #24, teacher sees after completed)

