

**TEACHER EVALUATION PROCESS
2015-16 SCHOOL YEAR**

Timeline	Teacher Evaluation Process	TalentEd Step	Actions	Resources
9/30/15 – 10/29/15	Teacher Support Teams support teachers and principals with <ul style="list-style-type: none"> TPGP 	Step 1. TPGP (revised)	Teacher completes form and submits, Principal sees when submitted	<ul style="list-style-type: none"> Teacher Evaluation Guidebook (revised resource) Teacher Portfolio Guidebook which includes TPGP (new resource - Incorporated the revised TPGP guidance) Sample TPGPs (revised resource) TPGP Rubric (new resource)
	Teacher Portfolio Planning	Step 2. Teacher Portfolio Planning Form (revised)	Teacher completes the Teacher Portfolio Planning Form, Principal sees when submitted	
By 10/30/15	Teacher Portfolio Planning Meeting preparation	Step 3. Schedule Teacher Portfolio Planning Meeting	Principal schedules meeting and Teacher confirms	TPGP Rubric (new resource)
	Teacher Portfolio Planning Meeting Occurs		Teacher and Principal discuss and finalize TPGP and Portfolio Planning	
By 11/25/15 for Probationary Teachers By 12/18/15 for all other Teachers	1 st Teacher Observation preparation	Step 4. Schedule 1 st Pre-Observation Meeting	Principal schedules meeting and Teacher confirms	Sample Pre-observation forms (revised)
		Step 5. 1 st Pre-Observation Form (revised)	Teacher completes and submits BEFORE the pre-observation meeting, Principal sees when submitted	
	1 st Teacher Pre-Observation Meeting occurs		Teacher and principal discuss lesson and class to be observed	
	Principal observes Teacher	Step 6. 1 st Teacher Observation Danielson Framework for Teaching	Principal observes teacher, takes notes, and completes Teacher Observation Danielson Framework for Teaching	

Timeline	Teacher Evaluation Process	TalentEd Step	Actions	Resources
	<p>1st Post-observation meeting scheduled within 10 days of observation (per contract)</p> <p>1st Post-observation meeting occurs</p>	<p>Step 7. Schedule 1st Post Observation Meeting</p> <p>Step 8. 1st Post Observation Reflection Form (revised)</p>	<p>Principal schedules meeting and Teacher confirms</p> <p>Teacher completes form and submits, Principal sees when submitted</p> <p>Teacher and principal discuss observed lesson</p>	<p>Teacher Post-Observation Prompts (new resource)</p>
2/2/16 – 3/16/16	Teacher Mid-Year Check-in Occurs	<p>Step 9: Schedule Mid-Year Check-in Meeting</p> <p>Step 10: Mid-Year Check-In Form (new)</p>	<p>Principal schedules meeting and Teacher confirms</p> <p>Principal completes Mid-Year Check-In Form to summarize the meeting and note any changes to the portfolio planning or TPGP</p>	
3/16/16 – 4/22/16	Teacher Support Teams Support Teachers Completing Portfolio with TPGP		Teams support teachers on completing activities and reflection using the Portfolio Review Form (new)	<ul style="list-style-type: none"> • Sample TPGPs (revised resource) • TPGP Rubric (new resource) • Teacher Portfolio Exemplar (new resource) • Teacher Portfolio Template (revised resource)
<p>By 3/4/16 for Probationary Teachers</p> <p>By 5/27/16 for all other Teachers</p>	2 nd Teacher Observation preparation	<p>Step 11. Schedule 2nd Pre-Observation Meeting</p> <p>Step 12. 2nd Pre-Observation Form (revised)</p>	<p>Principal schedules meeting and Teacher confirms</p> <p>Teacher completes and submits BEFORE the pre-observation meeting, Principal sees when submitted</p>	<p>Sample Pre-observation forms (revised)</p>

Timeline	Teacher Evaluation Process	TalentEd Step	Actions	Resources
	<p>2nd Teacher Pre-Observation Meeting occurs</p> <p>Principal observes Teacher</p> <p>2nd Post-observation meeting scheduled within 10 days of observation (per contract)</p> <p>2nd Post-observation meeting occurs</p>	<p>Step 13. 2nd Teacher Observation Danielson <i>Framework for Teaching</i></p> <p>Step 14. Schedule 2nd Post Observation Meeting</p> <p>Step 15. 2nd Post Observation Reflection Form (revised)</p>	<p>Teacher and principal discuss lesson and class to be observed</p> <p>Principal observes teacher, takes notes, and completes Teacher Observation Danielson <i>Framework for Teaching</i> Form</p> <p>Principal schedules meeting and Teacher confirms</p> <p>Teacher completes form and submits, Principal sees when submitted</p> <p>Teacher and Principal discuss observed lesson</p>	<p>Teacher Observation Prompts (new resource)</p> <p>Teacher Post-Observation Prompts (new resource)</p>
By 5/27/16 for Probationary Teachers or others as requested	<p>3rd Teacher Observation preparation</p> <p>3rd Teacher Pre-Observation Meeting occurs</p> <p>Principal observes Teacher</p> <p>3rd Post-observation</p>	<p>Step 16. Schedule 3rd Pre-Observation Meeting</p> <p>Step 17. 3rd Pre-Observation Form (revised)</p> <p>Step 18. 3rd Teacher Observation Danielson <i>Framework for Teaching</i></p> <p>Step 19. Schedule 3rd Post</p>	<p>Principal schedules meeting and Teacher confirms</p> <p>Teacher completes and submits BEFORE the pre-observation meeting, Principal sees when submitted</p> <p>Teacher and principal discuss lesson and class to be observed</p> <p>Principal observes teacher, takes notes, and completes Teacher Observation Danielson <i>Framework for Teaching</i> Form</p> <p>Principal schedules meeting and</p>	<p>Sample Pre-observation forms (revised)</p> <p>Teacher Observation Prompts (new resource)</p>

Timeline	Teacher Evaluation Process	TalentEd Step	Actions	Resources
	meeting scheduled within 10 days of observation (per contract) 3 rd Post-observation meeting occurs	Observation Meeting Step 20. 3 rd Post Observation Reflection Form (revised)	Teacher confirms Teacher completes form and submits, Principal sees when submitted Teacher and Principal discuss observed lesson	Teacher Post-Observation Prompts (new resource)
By 5/27/16	Teacher Portfolio Review preparation	Step 21. Schedule Teacher Portfolio Review	Principal schedules meeting and Teacher confirms	
		Step 22. Portfolio Review Form (new)	Teachers complete the Portfolio Review Form and submits to Principal before the Portfolio Review	
	Teacher Portfolio Review occurs	Step 23. Teacher Portfolio Scoring Form	Principal scores the Teacher Portfolio, including the TPGP, using the Teacher Portfolio Scoring Form and submits.	TPGP Rubric (new resource)
By 6/22/16	Final Teacher Evaluation Meeting	Step 24. Schedule Teacher Summative Evaluation Meeting Step 25. Teacher Instructional Time Form	Principal schedules meeting and Teacher confirms Principals completes based on Teacher's attendance and tardies in TimeForce and submits	
		Step 26. Teacher Summative Evaluation Form (new-replaces VIDE Summative Evaluation Form)	Principal completes, Teacher sees during the meeting	