

Certified Staff Evaluations

All Certified Staff

- Provide evaluation procedures orientation to all employees by mid-September or within two weeks if hired after October 1st.
- Philosophy of Education due by September 15th.
- Formal Observation: Thirty minutes in length; preceded by a pre-observation conference to address the upcoming observation and will be announced by giving the teacher at least 24 hours' notice of when observation will occur. Post-observation conference held no more than five days after each formal observation. Teacher may provide additional evidence within five workdays following the post observation conference to address any component not readily observed during the observation process
- At any time during the school year, if an area of concern is identified which may lead to one or more performance ratings of Unsatisfactory or Basic, the teacher shall be informed within five workdays to allow the teacher the opportunity to address the item of concern.
- [Professional Staff Evaluation Forms](#)

I. Non-Tenured Certified Staff

NO LATER THAN	Item
October 15	First observation
Mid-December	Complete at least two observations
Third week in January	Complete third observation (two must be formal)
February 15	Final Certificate Evaluation Summary
Third week in February	Teacher may be placed on Professional Growth Plan (may last until the follow year's evaluation summary) Teacher may be placed on Plan of Improvement (must last for a minimum of 30 days and a maximum of 60 days)
May 1	Doubtful status notice given
Last day of the school term	Notice of non-retention given

II. Tenured Certified Staff Standard Evaluation Summary

Tenured teachers will be evaluated using the Standard Evaluation Summary. Those rated as Proficient or Distinguished in each domain on the Standard Evaluation Summary MUST be evaluated using the Danielson Domain Focus Evaluation Instrument the following year. Tenured teachers must receive a minimum of two observations, including one formal.

[Professional Staff Evaluation Forms](#)

NO LATER THAN	Item
September 15	Teacher will submit Domain Focus proposal
October 1	Teacher's proposed Danielson Domain Focus Evaluation Instrument goal must be formally reviewed and approved by the principal/supervisor
January 31	Teacher provides written update on progress on the identified Danielson Domain Focus Evaluation Instrument Principal move a teacher from the Danielson Domain Focus Evaluation to the Standard Evaluation Instrument
February 15	Summative Standard Evaluation Conference
Third week in February	Teacher may be placed on Professional Growth Plan (must not last less than 20 days and no more than 90 days) Teacher may be placed on Plan of Improvement (must last for a minimum of 90 days and a maximum of 180 days, unless shortened by mutual agreement). If on POI, and the teacher does bring overall rating for each domain up to Basic or higher, the Standard Evaluation Instrument will be used the following year.
March 16	If a tenured teacher has been on a POI for at least 90 days and does not bring the overall rating for each domain up to Basic, recommendation should be made to Executive Director of Human Resources that the teacher be non-retained.
April 20	Complete Standard Evaluation Summary If a teacher does not meet the requirements of the POI, the supervisor may recommend to the Executive Director of HR that the teacher be non-retained.
May 15	Notice given of non-renewal.