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 • TPGP • Teacher Portfolio Planning	Step 1. TPGP (revised) Step 2. Teacher Portfolio Planning Form (revised)	Teacher completes form and submits, Principal sees when submitted Teacher completes the Teacher Portfolio Planning Form and submits to principal	• 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)
By 10/30/15	Teacher Portfolio Planning Meeting preparation Teacher Portfolio Planning Meeting Occurs	Step 3. Schedule Teacher Portfolio Planning Meeting	Principal schedules meeting and Teacher confirms Teacher and Principal discuss and finalize TPGP and Portfolio Planning	 TPGP Rubric (new resource)
By 11/25/15 for Probationary Teachers; By 12/18/15 for all other Teachers	1st Teacher Observation preparation 1st Teacher Pre-Observation Meeting occurs Principal observes Teacher	Step 4. Schedule 1st Pre-Observation Meeting Step 5. 1st Pre-Observation Form (revised) Step 6. 1st Teacher Observation Danielson Framework for Teacher	Principal schedules meeting and Teacher confirms Teacher completes and submits to principal BEFORE the pre-observation meeting Teacher and principal discuss lesson and class to be observed Principal observes teacher, takes notes and completes Teacher Observation Danielson Framework for Teacher	 Sample Pre-observation forms (revised)

	1st Post-observation meeting scheduled within 10 days of observation (per contract)	Step 7. Schedule 1st Post Observation Meeting	Principal schedules meeting and Teacher confirms	
	1st Post-observation meeting occurs	Step 8. 1st Post Observation Form (revised)	Teacher and Principal discuss observation. Principal completes Post Observation Form	Teacher Post-Observation Prompts (new resource)
2/2/16 – 3/16/16	Teacher Mid-Year Check-in Occurs	Step 9: Schedule Mid-Year Check-in Meeting	Principal schedules meeting and Teacher confirms	
		Step 10: Mid-Year Check-In Form (new)	Principal completes Mid-Year Check-In Form to summarize the meeting and note any changes to the portfolio planning or TPGP	
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)	• Sample TPGPs (revised resource) • TPGP Rubric (new resource) • Teacher Portfolio Exemplar (new resource) • Teacher Portfolio Template (revised resource)
By 3/4/16 for Probationary Teachers By 5/27/16 for all other Teachers	2nd Teacher Observation preparation	Step 11. Scheduled 2nd Pre-Observation Meeting	Principal schedules meeting and Teacher confirms	
		Step 12. 2nd Pre-Observation Form (revised)	Teacher completes and submits to principal BEFORE the pre-observation meeting	Sample Pre-observation forms (revised)
	2nd Teacher Pre-Observation Meeting occurs		Teacher and principal discuss lesson and class to be observed	
	Principal observes Teacher	Step 13. 2nd Teacher Observation Danielson Framework for Teacher	Principal observes teacher, takes notes and completes Teacher Observation Danielson Framework for Teacher Form	

	2nd Post-observation meeting scheduled within 10 days of observation (per contract)	Step 14. Schedule 2nd Post Observation Meeting	Principal schedules meeting and Teacher confirms	
	2nd Post-observation meeting occurs	Step 15. 2nd Post Observation Form (revised)	Teacher and Principal discuss observation; Principal completes Post Observation Form	Teacher Observation Prompts (new resource)
By 5/27/16 for Probationary Teachers or others as requested	3rd Teacher Observation preparation	Step 16. Schedule 3rd Pre-Observation Meeting	Principal schedules meeting and Teacher confirms	
		Step 17. 3rd Pre-Observation Form (revised)	Teacher completes and submits to principal BEFORE the pre-observation meeting	Sample Pre-observation forms (revised)
	3rd Teacher Pre-Observation Meeting occurs		Teacher and principal discuss lesson and class to be observed	
	Principal observes Teacher	Step 18. 3rd Teacher Observation Danielson Framework for Teacher	Principal observes teacher, takes notes and completes Teacher Observation Danielson Framework for Teacher	
	3rd Post-observation meeting scheduled within 10 days of observation (per contract)	Step 19. Schedule 3rd Post Observation Meeting	Principal schedules meeting and Teacher confirms	
	3rd Post-observation meeting occurs	Step 20. 3rd Post Observation Form (revised)	Teacher and Principal discuss observation. Principal completes Post Observation Form	Teacher 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	Principal schedules meeting and Teacher confirms	
		Step 25. Teacher Instructional Time Form	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 when submitted	