

Comprehensive Evaluation

1. Employee completes Teacher Self-Assessment prior to pre-observation conference.
2. Evaluator reviews Evaluator Assessment prior to pre-observation conference. The evaluator is prepared to discuss the standards, components and criteria with the employee at the pre-conference.

At the post-conference all sections of the evaluator-assessment must be completed by the evaluator. The evaluator may initially designate N/O (not observed) if the evaluator has not had the opportunity to observe that aspect of the assessment. By the conclusion of the school year all sections of the Evaluator Assessment must be completed. Informal observations may be included on the Evaluator Assessment.

3. Evaluator conducts Pre-conference with the teacher to set goals for the observation.
4. Observations are conducted. Employees will be observed at least twice for a minimum of (60) minutes. At a minimum, one of the two observations must be for (30) continuous minutes or more. It is recommended that multiple evaluations be held when using the Comprehensive Evaluation. The evaluator assessment is updated for each observation for the agreed upon goals.
5. Post-observation meeting is conducted within three (3) work days of the observation. The evaluator may conduct a series of observations. The series of observations must be conducted within six (6) work days. Upon completion of the last observation in the series the post-conference must be held within the three (3) days.
6. Final Conference is held no later than May 15th. Evaluator shares completed evaluation with teacher and signs off on the evaluation.
7. **Forms to submit to HR no later than May 16th.** *Completely fill out all forms. Send original to Human Resources, give a copy to the employee and save a copy in your building files.*
 - a. Standard/Comprehensive Evaluation Cover Sheet -
 - b. Evaluator Assessment
 - c. Pre or Post Observation Worksheet
 - d. Observation Summary
 - e. Explanation of Unsatisfactory Ratings included. Complete the Explanation of Unsatisfactory Ratings for each individual criteria that is unsatisfactory, and/or for those which are rated as developing for a veteran teacher.