

Standard Evaluation

1. Employee completes Teacher Self-Assessment.
2. The evaluator and teacher meet to discuss and to agree upon two selected goals for the year. One goal may be selected by the evaluator and one goal selected by the teacher.
3. 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 the entire Standard for the agreed upon goals 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 the designated Standard must be completed. Informal observations may be included on the Evaluator Assessment.

4. The evaluator conducts Pre-conference with the teacher to further discuss goals for the observation. This meeting and the meeting referred to in #2 may be the same meeting.
5. 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. The evaluator assessment is updated for each observation for the agreed upon goals.
6. Post-observation meeting is conducted within 3 days of the observation(s).
7. Final Conference is held. Evaluator shares completed evaluation with teacher and signs off on the evaluation.
8. **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 Conference 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.