

# Teacher Appraisal Information

## **Self-Assessment (completed prior to pre-appraisal conference)**

- Completing this online is optional. The recommendation from DEA is for teachers to complete a paper copy.
- Teachers should bring the self-assessment to the pre-appraisal conference. It is discussed with the administrator and used to drive the conversation about professional goals.
- Administrators do NOT keep a copy, make a copy, or enter the information into Oasys. The self-assessment remains the property of the teacher.

## **Professional Growth Plan (goals)**

- Teachers should bring a draft/written idea of their goal(s) to the pre-appraisal conference. This draft does not need to be done in Oasys.
- Administrators may ask the teacher to include 1-2 additional goals based upon the school improvement plan and district initiatives.
- All goals should be mutually agreed upon.
- Teachers have the responsibility of entering the final version of their goals into Oasys. This must be done within 5 school days of the pre-appraisal conference.
- Each goal will require a different form in Oasys. Teachers may have up to 3 goals.

## **Scheduled Observations**

- Teachers will submit pre-observation form AND lesson plan 2-5 school days prior to the scheduled observation.
- Teachers and administrators will meet for a pre-observation conference (10-15 min). This can be done any time after the pre-observation form & lesson plan have been turned in.
- Scheduled observations last approx. 45 minutes (or length of class period if it is less than 45 min.)
- Teachers will be able to view the administrator's narrative report within 5 days of the observation.
- Teacher will complete the post-observation form and submit it on Oasys within 2 school days of the observation.
- The post-observation conference will be held within 7 school days after the observation.

## **Unscheduled Observations**

- No pre-observation conference is held, and no paperwork will be submitted prior to the observation. Scheduled observations last approx. 45 minutes (or length of class period if it is less than 45 min.)
- Teachers will be able to view the administrator's narrative report within 5 days of the observation.
- Teacher will complete the post-observation form and submit it on Oasys within 2 school days of the observation.

### **Unscheduled Observations (continued)**

- Teachers will need to bring evidence of planning to the post-observation conference. This does not need to be in the form of a lesson plan; it may be a unit plan, a teacher's plan book, or any other system the teacher uses.
- The post-observation conference will be held within 7 school days after the observation.

### **Ratings**

- Evidence must be provided for any rating other than proficient in any domain component.
- In order to receive a U, an administrator must have documented evidence that indicates the teacher's performance was unsatisfactory. *A U may NOT be given without evidence...Lack of evidence of proficiency is not the same thing as evidence of unsatisfactory performance.*
- Teachers will bring artifacts to provide evidence in domains 1 and 4.
- Ratings for domain 1, 2, and 3 will be assigned and discussed at each post-observation conference.
- A rating for domain 4 will only be assigned at the summative conference, but performance in this domain will be discussed at each post-observation conference.

### **Appraisal Timeline**

<b>Appraisal Event</b>	<b>1<sup>st</sup> Year Teachers</b>	<b>Non-Tenured (year 2-4) Tenured rated NI or U</b>	<b>Tenured teachers with P or E rating</b>
Pre-Appraisal Conference	By the end of the 2 <sup>nd</sup> week in September	By the end of the 2 <sup>nd</sup> week in September	By the end of the 2 <sup>nd</sup> week in September
Observation #1 (Scheduled)	By the end of the 1 <sup>st</sup> quarter	By the end of the 1 <sup>st</sup> quarter	By the end of the 2 <sup>nd</sup> quarter
Observation #2 (Unscheduled)	By November 30 <sup>th</sup>	By November 30	By March 1 <sup>st</sup>
Observation #3 (Scheduled)	By February 1 <sup>st</sup>	By February 1 <sup>st</sup>	None unless requested
Observation #4 (Unscheduled)	By March 1 <sup>st</sup>	None unless requested	None unless requested
Summative Conference	By March 10	By March 10	By April 25