

AT- A- GLANCE EVALUATION GUIDELINES FOR EVALUATORS 2024-25

Beginning of the Year Connection Meeting by August 30, 2024

Activity	Timeline	Who	Requirements	Reference
1. Training/Orientation for Evaluators on the State Model Evaluation System	Prior to start of school	All evaluators/ evaluator designees	Annual	State Statute CDE State Model Evaluation User Guide
2. Annual Orientation for Educators	Prior to August 30, 2024 Or Within three (3) weeks after educator begins work	All licensed educators including Teachers, SSPs, TOSAs, Principals & Assistant Principals	Annual Review of: <ul style="list-style-type: none"> Evaluation Process, Timelines & Resources RANDA Evaluation Assignments SLOs/SOOs 	AEA/APS Master Agreement - Article 35, Section (C)
3. Begin Self-Assessment of Professional Practices	Allow time for educators to begin work on these by August 30, 2024 Allow at least 1 hour during work day (ins-service, faculty meeting, professional development) to begin work on: <ul style="list-style-type: none"> Self-Assessment Professional Growth Plan Student Learning Objective (SLO)/ Student Outcome Objectives (SOOs) 	All licensed educators including Teachers, SSPs, TOSAs, Principals & Assistant Principals	Completed in RANDA	AEA/APS Master Agreement - Article 35, Section (C) CDE State Model Evaluation User Guide Aurora Public Schools IMPACTS Licensed Evaluation Manual
4. Begin Professional Growth Goals			Professional Growth Plan- (Goal Setting) Minimum two (2) goals: <ul style="list-style-type: none"> Goal 1 - based on previous year's evaluation and/or results of self-assessment Goal 2 – Can be based on site or district UIP 	
5. Begin Student Learning Objectives (SLOs)/ Student Outcome Objectives (SOOs)			<ul style="list-style-type: none"> Teachers: (Two) SLOs required (1 Collective & 1 Individual) TOSAs: (Two) SLOs required (1 Collective & 1 Individual) Principals/APS: For 2022-23 (Two) SLOs/SOOs required-one is school collective data SSPs: 2 SOOs required but can have more than two 	

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Fall Evaluation Connection Meeting by September 13, 2024

Activity	Timeline	Who	Requirements	Reference
1. Reflect on Self-Assessment of Professional Practices	Meeting to discuss between evaluator & educator by September 13, 2024	All licensed educators including Teachers, SSPs, TOSAs, Principals & Assistant Principals	Self-Assessment- Optional to share with evaluator	AEA/APS Master Agreement - Article 35, Section (C) Aurora Public Schools IMPACTS Licensed Evaluation Manual
2. Review Professional Growth Plan			Professional Growth Plan- (Goal Setting) Minimum two (2) goals: <ul style="list-style-type: none"> • <u>Goal 1</u> - based on previous years evaluation (if applicable) as well as result of self-assessment • <u>Goal 2</u> – Can be based on site or district UIP 	
3. Submit 1 st Draft of Student Learning Objectives/ Outcomes			1st Draft SLO/SOO submitted <ul style="list-style-type: none"> • On the SLO/SOO Template 	

Final Draft of Student Learning Objectives (SLOs)/ Student Outcome Objectives (SOOs) by October 11, 2024

Activity	Timeline	Who	Requirements	Reference
1. Submit Final Draft of Student Learning Objective (SLO) / Student Outcome Objective (SOO)	By October 11, 2024	All licensed educators including Teachers, SSPs, TOSAs, Principals & Assistant Principals	Final SLO/SOO Submitted <ul style="list-style-type: none"> • On the SLO/SOO Template and <u>uploaded into RANDA</u> 	Aurora Public Schools IMPACTS Licensed Evaluation Manual

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Mid-Year Review Connection Meeting

by December 19, 2024 (Probationary)

by January 31, 2025 (Non-Probationary, Principals & APs)

Activity	Timeline	Who	Requirements	Reference
1. Check Progress on Professional Growth Plan	Meeting to discuss between evaluator & educator must be completed by <u>December 19, 2024</u> (Probationary) <u>January 31, 2025</u> (Non-Probationary, Principals & APs)	All licensed educators including Teachers, SSPs, TOSAs, Principals & Assistant Principals	Educators & Evaluators complete the Mid-Year Review Template in RANDA	AEA/APS Master Agreement - Article 35, Section (C) CDE State Model Evaluation Users Guide Aurora Public Schools IMPACTS Licensed Evaluation Manual
2. Check Progress on Professional Practice Rubric			AT LEAST ONE (1) FORMAL OBSERVATION NEEDS TO BE COMPLETED PRIOR TO THE MID-YEAR REVIEW	
3. Check Progress on Student Learning Objective/ Student Outcome Objective			Educators & Evaluators review ratings to date on the Evaluator Assessment Rubric in RANDA <u>Non- renewal language- (Probationary)</u> Notify in RANDA those probationary educators considered for Non-renewal (Mid-Year Review Comment Box) <ul style="list-style-type: none"> <i>"If performance concerns noted in this evaluation are not addressed, you may be recommended for non-renewal."</i> 	

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Yearlong- Ongoing Evaluation Activities

Formal & Informal Observations-Collection of Evidence

Activity	Timeline	Who	Requirements	Reference
1. Formal Observations- (One class period/ minimum of 45 min.)	<p>Probationary- Minimum of Two (2) required formal observations</p> <ul style="list-style-type: none"> • <u>1 must be completed by December 19, 2024</u> • Strongly recommended to have Two (2) informal observations completed by this date as well. <p>Non-Probationary- Minimum of One (1) required formal observation</p> <ul style="list-style-type: none"> • <u>Must be completed by January 31, 2025</u> • Strongly recommended to have Two (2) informal observations completed by this date as well. 	All licensed educators including Teachers, TOSAs & SSPs	<p><u>Pre-Observation Conference-</u> At least two (2) working days prior to the formal observation at the request of either the educator or evaluator.</p> <ul style="list-style-type: none"> • Notification of formal at least two (2) days in advance. <p><u>Post Observation Conference-</u> Must take place within five (5) working days of the formal observation.</p> <ul style="list-style-type: none"> • Minimum of 3 weeks between Post Obs. Conf. and next formal <p>Pre-Post Observation Forms- Uploaded into RANDA by the educator.</p>	<p>AEA/APS Master Agreement - Article 35, Section (B)</p> <p>Aurora Public Schools IMPACTS Licensed Evaluation Manual</p>
2. Informal Observations- (Minimum of 10 min.)	By May 2, 2025		<p>Minimum of four (4) informal observations</p> <ul style="list-style-type: none"> • <u>Min. of 1 week between</u> • <u>Feedback must be provided in RANDA within 2 days of informal</u> 	
3. Notification of Probationary Non-Renewal	<p>Meeting with Educator to Notify By MARCH 7, 2025</p>	Probationary Educators	<p><u>Non- renewal language- (Probationary)</u></p> <ul style="list-style-type: none"> • <i>“Due to performance concerns documented in this evaluation, I am recommending non-renewal of your employment.”</i> 	

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End of Year Evaluation Connection Meeting

by May 2, 2025 (Teachers, TOSAs, SSPs)

by May 23, 2025 (Principals & APs)

Activity	Timeline	Who	Requirements	Reference
1. Submit SLO/ SOO Data Summary & Reflection	Prior to End of Year Meeting- Suggested due date- <u>1 week prior to end of year meeting</u>	All licensed educators including Teachers, SSPs, TOSAs, Principals & Assistant Principals	Educator needs to complete the SLO/SOO data collection, summary of data & reflection and submit to Evaluator	AEA/APS Master Agreement - Article 35, Section (C) CDE State Model Evaluation Users Guide Aurora Public Schools IMPACTS Licensed Evaluation Manual
2. Sign off on End of Year Review of Professional Growth Plan	Meeting to discuss must be completed by May 2, 2025 (Teachers, TOSAs, & SSPs) May 23, 2025 (Principals & APs)		Educators & Evaluators complete the End of Year Review in RANDA	
3. Finalize Evaluator Assessment Rubric Ratings			Educator & Evaluator Review Evaluator Assessment Rubric	
4. Finalize MSL/MSO Ratings			Evaluator Reviews SLO/ SOO Data Summary & Reflection & enters rating on the MSL/MSO Worksheet in RANDA	
5. Sign off on Final Effectiveness Rating			Educator & Evaluator Review the Final Effectiveness Rating and sign off in RANDA	
6. Goal Setting and Performance Planning for Next School Year			Optional, but strongly recommended- Goals set during this time will roll over to RANDA in the PGP for the following year and can be edited.	

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Late Hire & Leave of Absence Requirements & Due Dates						
Hire Date/ Return from Leave Date*	Formal Observations	Informal Observations	SLO/ SOO Requirements	Fall Connection Meeting	Mid-Year Connection Meeting	End of Year Connection Meeting
Start of school year through mid- November (the 15th or next duty day)	2 Formal Observations for Probationary 1 Formal Observation for Non-probationary	4 Informal Observations	SLO/SOO Requirements to be met (2 SLOs for teachers, 2 SOOs for SSPs & 2 SLOs for TOSAs)	Within 30 calendar days of start date or return from Leave	<u>Probationary: Dec. 19, 2024</u> <u>Non-Probationary January 31, 2025</u>	<u>May 2, 2025</u> Non-renewals by <u>March 7, 2025</u>
Mid November (the 15th or next duty day) through end of first semester.	2 Formal Observations for Probationary 1 Formal Observation for Non-probationary	4 Informal Observations	SLO/SOO Requirement to be met (2 SLOs for teachers, 2 SOOs for SSPs & 2 SLOs for TOSAs)	Within 30 calendar days of start date or return from Leave	Will occur within 45 calendar days of start date or return from Leave	<u>May 2, 2025</u> Non-renewals by <u>March 7, 2025</u>
Beginning of second semester through last contracted hire date in January.	1 Formal Observation Formal observation will occur between 25 – 35 calendar days of start date.	4 Informal Observations	No SLO/ SOO required Evaluation will be based 100% on Standards 1-4	Within 30 calendar days of start date or return from Leave	Will occur within 45 calendar days of hire or return from Leave	<u>May 2, 2025</u> Non-renewals by <u>March 7, 2025</u>
For those with a contracted hire date after Jan. 31st of the current school year	No Evaluation Conducted	Informal Observations and feedback provided for support	No Evaluation Conducted	No Evaluation Conducted	No Evaluation Conducted	<u>May 2, 2025</u> No formal evaluation completed but meeting to discuss performance required.

*Educators with re-occurring leave or multiple leaves during the year: Contact your HR Director for requirements.