

2013-14 EVALUATION QUICK GUIDE

PROFESSIONAL GROWTH & EVALUATION FOCUSED EVALUATION Teachers with **Continuing** Contracts

By October 15th
Each teacher must be notified of his/her evaluator and evaluation cycle and given copy of criteria, procedures and relevant forms

Before November 15th - Goal-Setting Conference - Reflect on Practice
Develop at least 1 Student Growth goal from Criterion 3 or 6 AND Identify which Criterion will be the focus of the evaluation

No identified performance concerns

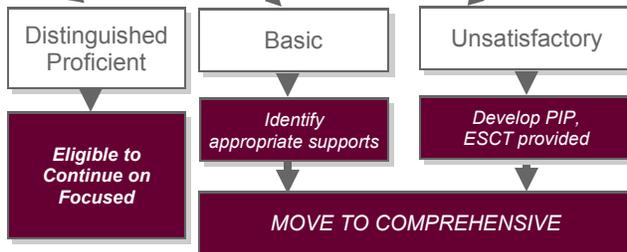
Minimum total of 60 minutes of classroom observation per year is required by the RCW.

- * The CBA requires at least 2 observations
- * Data can come from informal observations IF results documented in writing and provided to employee

Observation #1
*Written report must be provided
To teacher within 5 days of when it's prepared
Pre/Post conference upon request*

Observation #2
*Written report must be provided
To teacher within 5 days of when it's prepared
Pre/Post conference upon request*

Before May 31st
Complete Evaluation
Evaluation Form



Performance concerns identified

Contact your LR/ER Manager ASAP

Conduct first observation ASAP

Consider moving teacher to Comprehensive cycle

Formal Observation
*Pre & Post conferences required
Written report must be provided
to teacher within 5 days of post observation conference*

Discuss options with LR/ER Manager

Performance proficient

Performance not proficient

Provide evidence to teacher in written form outlining specific performance concerns

MOVE TO COMPREHENSIVE

Follow the "Performance concerns identified" schedule in the Comprehensive Evaluation Quick Guide

Must meet with employee and be signed by both evaluator and teacher on or before May 31st
Must send completed Annual Evaluation to Human Resources by June 30th