

FY16 REVISED TEACHER OBSERVATION SCHEDULE

IMPORTANT: This schedule highlights the minimum observation requirements for all teachers. Additional observations may be conducted. Please consult the CTES handbook for more information regarding the contractual requirements for teacher observations and evaluations.

CATEGORY 1A TEACHERS

Category 1A: Teachers in their first year of teaching with the District. This category also includes teachers who have transferred from an administrative position to a teacher position. Time starts on the contract date of their current teaching position and does not include administrative and/or previous teaching time with the district or time teaching in other counties/states.

1 st Half of the Year	2 nd Half of the Year
1 Walkthrough[‡] (By the last instructional day of September)	1 Walkthrough 1 Informal 1 Formal (Paced throughout the second half of the year. To be completed by the last instructional day of April)
1 Informal[‡] (By the last instructional day of October)	
1 Formal[‡] (By the second week of December)	
Mid-Year Evaluation* Entered in iObservation by 12/18/2015 (Minimum 15 Data-Marks ^o)	Final Evaluation** Entered in iObservation by 5/13/2016 (Minimum 15 Data-Marks ^o)

* Category 1A Teachers hired on or after **11/1/2015** are exempt from the **Mid-Year Evaluation** process and will follow the schedule for the 2nd Half of the Year.

** Category 1A Teachers hired on or after **2/12/2016** are exempt from the **Final Evaluation** process.

‡ Informal and Formal observations may not be conducted during the first 15 workdays (prior to 9/1/2015) for teachers who begin work the first day of pre-school. Walkthrough observations may be conducted starting the first day of school.

^o The data marks are derived from the elements rated as a result of an observation and any elements rated in Domains 2, 3, & 4. Administrators can view the number of data marks scored by running the following report in iObservation: Evaluative Element Scoring by Learner.

CATEGORY 1B & 2 TEACHERS

Category 1B: Teachers who have 2-3 years of teaching experience with the District. In other words, these teachers are in their second or third year of teaching with the District.

Category 2: Teachers who have completed three or more consecutive years of teaching in the District.

On or Before February 15 th	After February 15 th
1 Walkthrough[‡] 1 Informal[‡] 1 Formal[‡] (Paced throughout the school year. To be completed by 15 th day of February)	1 Informal and/or 1 Formal with Focused Feedback (Only if Category 1B and 2 Teachers have an overall Instructional Practice Score of Needs Improvement or Unsatisfactory after 1 walkthrough, 1 informal, and 1 formal. To be completed by the last instructional day of April)
NO Mid-Year Evaluation	Final Evaluation*** Entered in iObservation by 5/13/2016 (Minimum 10 Data-Marks ^o)

*** Category 1B and 2 Teachers hired on or after **2/12/2016** are exempt from the **Final Evaluation** process.

