

7/18/18

Assisting, Developing, and Evaluating Professional Teaching-Classroom-based Teachers Composite Calendar for 2018-2019

	Induction, Annual Formative, and Annual Summative	Continuing Comprehensive – 5 year evaluation cycle	SLO/GBE
by August 10	Team members confirmed, assigned, and briefed (ADEPT Coordinator)	Team members confirmed, assigned, and briefed (ADEPT Coordinator)	
by August 17	Conduct New Teacher Orientation (ADEPT Coordinator) Conduct ADEPT Orientation (ADEPT Coordinator)		
by August 22	Conduct School Orientation (Building Administrator) All teachers should receive training on SCTSs and SLOs/GBEs	Conduct School Orientation (Building Administrator) All teachers should receive training on SCTSs and SLOs/GBEs Inform teacher of formative (informal) evaluation requirement for teachers with expiring certificates in 2019; teachers will be evaluated and scored for Planning, Instruction, and Environment Domains only	Conduct School Orientation (Building Administrator) All teachers should receive training on SCTSs and SLOs/GBEs
by September 14	Complete SLO (All classroom-based teachers) <u>All</u> classroom-based teachers that have direct interaction with greater than or equal to 6 students will complete the SLO template; special area personnel (school guidance counselors, library media specialists, and speech-language therapists) and teachers of less than 6 students will complete the GBE template Confirm LRP course assignment for secondary teacher within 1 week of submission (Building Administrator); elementary teachers will focus on either literacy or math; teachers of multiple subjects will select one subject for focus; Conduct Preliminary SLO Conference (Building Administrator)	Complete SLO (All classroom-based teachers) <u>All</u> classroom-based teachers that have direct interaction with greater than or equal to 6 students will complete the SLO template; special area personnel (school guidance counselors, library media specialists, speech-language therapists) and teachers of less than 6 students will complete the GBE template Conduct Initial SLO Conference to review and approve the SLO or GBE (Building Administrator)	Complete SLO (All classroom-based teachers) <u>All</u> classroom-based teachers that have direct interaction with greater than or equal to 6 students will complete the SLO template; special area personnel (school guidance counselors, library media specialists, speech-language therapists) and teachers of less than 6 students will complete the GBE template Conduct Initial SLO Conference to review and approve the SLO or GBE (Building Administrator)
Beginning September 17	Preliminary Period and announced observations (POP cycle) begin (assistance team) Notify teacher of date and time of Pre-Conference at least 3 school days prior (Building Administrator) Pre-Conference held no sooner than 2 days prior to observation (Building Administrator) Prepare Pre-Conference Planning Sheet (Building Administrator) Submit 5 day Lesson Plan to Building Administrator at Pre-Conference (teacher) Observe teacher no later than 2 days after Pre-Conference (Building Administrator)	Preliminary Period and announced observation (POP cycle) begins (Building Administrator) Notify teacher of date and time of Pre-Conference at least 3 school days prior (Building Administrator) Pre-Conference held no sooner than 2 days prior to observation (Building Administrator) Prepare Pre-Conference Planning Sheet (Building Administrator) Submit 5 day Lesson Plan to building administrator at Pre-Conference (teacher) Observe teacher no later than 2 days after Pre-Conference (Building Administrator)	
by November 20	Observations should be completed by this date Post Conference should occur within 5 school days after each observation (each observer) Post Conference Planning Sheet (each observer) Post Conference Teacher Self-Reflection within 2 calendar	Observation should be completed by this date Post Conference should occur within 5 school days after observation (observer) Post Conference Planning Sheet (observer) Post Conference Teacher Self-Reflection within 2	

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	<p>days of observation (teacher) Post Conference Observation Summary (Building Administrator) Discuss Professionalism, but will not be scored until spring during final cycle (Building Administrator)</p>	<p>calendar days of observation (teacher) Post Conference Observation Summary (Building Administrator)</p>	
<p>by December 10</p>	<p>Prepare independent summary (each observer) Hold Consensus Meeting to complete Consensus Summary; Destroy individual summaries (both observers) Prepare Consensus Summary Conduct Preliminary Review Conference/Mid-Year SLO Conference with the teacher to discuss the Consensus Summary, SLO, and to update the PGDP (in SLO) if needed; address any areas rated unsatisfactory using the SCTS Cover Sheet and Competence Building Indicator Sheets</p>	<p>Conduct Preliminary Review Conference/Mid-Year SLO Conference with the teacher to discuss the Preliminary Summary, the SLO/GBE, and to update the PGDP (in SLO) if needed; address any areas rated unsatisfactory using the SCTS Cover Sheet and Competence Building Indicator Sheets</p> <p>If all SCTS Indicators are scored Proficient or higher during preliminary cycle, observations for final cycle can be waived at evaluator's discretion; if not waived, inform teacher that unannounced observation will be conducted during final cycle</p>	<p>Year-Long SLO/GBE – Conduct Mid-Course check-in conference to monitor and adjust PGDP (if needed) in the SLO/GBE.</p>
<p>by December 20</p>	<p>Submit Preliminary Period Consensus Evaluation Summary and SLO documentation to ADEPT Coordinator (Building Administrator) Issue Deficiency letter, if needed, and send copy of letter to ADEPT Coordinator and Personnel Director (Principal)</p>	<p>Submit Preliminary Period Evaluation Summary and SLO documentation to ADEPT Coordinator (Building Administrator) Issue Deficiency letter, if needed, and send copy of letter to ADEPT Coordinator and Personnel Director (Principal)</p>	
<p>January 7</p>	<p>Final Period and unannounced observations begin (OP cycle) Submit 5 day Lesson Plans to building administrator within 5 days of observation (teacher) Post Conference should occur within 5 school days after each observation Post Conference Teacher Reflection within 2 calendar days of observation (teacher) Post Conference Planning Sheet (Building Administrator) Post Conference Observation Summary (Building Administrator) Professional Self-Review within 5 days after observation (teacher) Professional Review (Building Administrator)</p>	<p><u>If observation not waived:</u> Final Period and unannounced observation begins (OP cycle) Submit 5 day Lesson Plans to building administrator within 5 days of observation (teacher) Post Conference should occur within 5 school days after each observation Post Conference Teacher Reflection within 2 calendar days of observation (teacher) Post Conference Planning Sheet (Building Administrator) Post Conference Observation Summary (Building Administrator)</p>	
<p>February 8</p>	<p>Send <u>written</u> notification to ADEPT Coordinator and Personnel Director of any teachers that need additional assistance such as struggling teachers, teachers to watch, teachers in danger of not meeting evaluation criteria (Building Administrator).</p>	<p>Send <u>written</u> notification to ADEPT Coordinator and Personnel Director of any teachers that need additional assistance such as struggling teachers, teachers to watch, teachers in danger of not meeting evaluation criteria (Building Administrator)</p>	<p>Send <u>written</u> notification to ADEPT Coordinator and Personnel Director of any teachers that need additional assistance such as struggling teachers, teachers to watch, teachers in danger of not meeting evaluation criteria (Building Administrator)</p>
<p>by March 21</p>	<p>Final Observations should be completed by this date (all observers) Post Conference should occur within 5 school days after each observation Post-Conference Teacher Reflection within 5 days of</p>	<p>Final Observation should be completed by this date (observer) Post Conference should occur within 5 school days after observation Post Conference Teacher Reflection within 5 days of</p>	

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	<p>observation (teacher) Post Conference Planning Sheet (Building Administrator) Post Conference Observation Summary (each observer) Professional Self-Review within 5 days after observation (teacher) Professional Review (Building Administrator)</p>	<p>observation (teacher) Post Conference Planning Sheet (Building Administrator) Post Conference Observation Summary (observer)</p>	
By April 1	<p>Prepare independent summary (each observer) Hold Consensus Meeting to complete Consensus Summary (Both observers present)</p>	<p>Prepare summary (each observer)</p>	<p>Complete <u>contract recommendations</u> for all teachers based on progress of SLO and PDGP. <u>Continuing contract teachers recommended for formal evaluation or whose Professional certificates expire on 6/30/19 must be notified in writing by the Chief Personnel Officer concerning their evaluation status for 2019-2020.</u></p>
By April 5	<p>Conduct Final Evaluation Conference/End of year SLO Conference with the teacher to discuss the Consensus Summary and SLO; address any areas rated unsatisfactory using the SCTS cover sheet and Competence Building Indicator Sheets</p>	<p>Conduct Final Evaluation Conference/End of year SLO Conference with the teacher to discuss the Summary and SLO; address any areas rated unsatisfactory using the SCTS cover sheet and Competence Building Indicator Sheets</p>	<p>Year-Long SLO – Final Conference must be held by April 5 to review results of the SLO and PGDP/GBE.</p>
DEADLINE DATE By April 8	<p>Submit Final Period Consensus Evaluation Summary and SLO documentation to ADEPT Coordinator (Building Administrator) Issue Deficiency letter, if needed, and send copy of letter to ADEPT Coordinator and Personnel Director (Principal)</p>	<p>Submit Final Evaluation Conference Summary and SLO documentation to ADEPT Coordinator (Building Administrator) Issue Deficiency letter, if needed, and send copy of letter to ADEPT Coordinator and Personnel Director (Principal)</p>	<p>Submit SLO/GBE documentation to ADEPT Coordinator (Building Administrator) Issue Deficiency letter, if needed, and send copy of letter to ADEPT Coordinator and Personnel Director (Principal)</p>
By May 30	<p>Complete Teacher Program Survey (assistance team and teachers)</p>	<p>Complete Teacher Program Survey (assistance team and teachers)</p>	<p>Complete SLO /GBE survey (Building Administrator(s) and teachers)</p>