



Professional Growth & Evaluation — COMPREHENSIVE CYCLE TIMELINE



| Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | | |
|--|---|--|-----|--|-----|-------|-------|--|--|--|--|
| Prior to October 1 - evaluator and evaluation cycle identified in writing. | October 16 - earliest date that a certificated instructional staff member may be placed on probation. | Ongoing Activities <ul style="list-style-type: none"> • Checking for goal completion • Scheduling all teachers for conferences and observations • Begin collecting evidence • Providing feedback for staff on an informal basis • Provide additional support/training for new staff or staff new to comprehensive evaluation cycle | | | | | | May 1 - deadline for Artifact and Evidence submission May 15 – deadline for notification of nonrenewal or extension of probation. | By June 15 (or last day of school, if earlier) – Summative evaluations completed, conference held, evaluation signed. | | |
| <u>Initial Conference</u> - Comprehensive Cycle Conference 1 (CCC1)*: Prior to November 1st and before any scheduled observations of the teacher. Tasks: <ul style="list-style-type: none"> • Student Growth Goal-Setting • Discuss potential evidence /artifacts • Pre-observation conference (optional, as appropriate) * Prior to CCC1: Teacher completes self-assessment; sharing optional. | | Other Evidence <ul style="list-style-type: none"> • Artifact Submission: The teacher and evaluator will collect and share artifacts to aid in assessing the teacher’s performance, especially for those criteria or components not usually observed in the classroom; these artifacts will receive formative scores for relevant components on the appropriate form; artifacts should be a “natural harvest” of existing work, except in unusual circumstances. Emphasis should be placed on the quality rather than quantity of artifacts submitted. • Additional Observations: May be scheduled or unscheduled and do not need to occur in a classroom; to be used in the PG&E process, a written report must be provided to the teacher within 5 working days of the observation; the teacher may request a conference to discuss. • Artifact and evidence collection is encouraged throughout the school year, but final submission should be completed no later than May 1, unless mutually agreed upon by teacher and evaluator in writing. | | | | | | Comprehensive Cycle Evaluation Conference (CCC4): Between May 1 – June 15 . Tasks: <ul style="list-style-type: none"> • Discuss the Summative evaluation • Goal setting for the following year • Discuss/decide upon the evaluation cycle for the following year | | | |
| <u>First Observation: after Sept. 15 & before Jan. 1</u> (AFTER CCC1) <ul style="list-style-type: none"> • Minimum of one scheduled observation, of at least 30 minutes in duration; observing complete lesson encouraged. • Initial written report, including initial ratings of performance, provided to the teacher within five (5) working days of the observation. • Teacher may submit related artifacts before/after the observation. **New employee initial observations must be completed w/in 90 calendar days of their start date. | | | | <u>Second Observation: after Jan. 1 & before May 1</u> (AFTER CCC2) <ul style="list-style-type: none"> • Minimum of one scheduled or unscheduled observation, of at least 30 minutes in duration. • Initial written report, including initial ratings of performance, provided to the teacher within five (5) working days of the observation. • Teacher may submit related artifacts before/after the observation. **Employees in their third year of probationary status must have at least three observations. | | | | | | | |
| <u>First Post-Observation Conference</u> -Comprehensive Cycle Conference 2 (CCC2): Within 10 days after first required observation and before January 5 . Tasks: <ul style="list-style-type: none"> • Post observation conversation – discuss and potentially revise initial observation report; discuss performance relative to the eight criteria. • Review and discuss progress on student growth goals. • Review and discuss artifacts submitted and/or still needed. • Any areas of concern identified in writing. | | | | <u>Second Post-Observation Conference</u> - Comprehensive Cycle Conference 3 (CCC3) Within 10 days after second required observation and before May 5 . Tasks: <ul style="list-style-type: none"> • Post observation conversation – discuss and potentially revise initial observation report; discuss performance relative to the eight criteria. • Review and discuss progress on student growth goals. • Review and discuss artifacts submitted and/or still needed. • Any areas of concern identified in writing. | | | | | | | |