

Educator Effectiveness and Evaluation 2021-2022 Evaluation Timeline

| Task | Timeline/Deadline | Documentation | Who? |
|---|---|--|-------------|
| Orientation Meeting | 9/1/21 or not later than 15 days after the 1 st day of school. | Handbooks: Element Rubrics, Process and Forms | E & EV |
| Educator Self-Reflection: Educator reflects on practice and highlights relevant Element descriptors and rubrics | Prior to Individual Planning Conference. | Element Rubrics Content standards | E |
| Individual Planning Conference: Review self-reflection Elements, rubrics; identify focus standards and PD needs; identify assessments and student work to demonstrate student growth; complete Professional Growth & Plan | 9/30/21 | Educator brings Element Rubric Self-Reflection (E) Professional Growth Goals & Plan (EV) | E, EV, & PC |
| Planning Meeting 1: Educator and Peer Coach confer on Educator's planned lesson | Within 5 instructional days prior to recording. | Lesson Planning Guide | E & PC |
| Drop In Visit¹ #1 | 10/31/21 | Evidence Collection & Drop-In Forms | E, EV, & PC |
| Video Recording 1: Educator videotapes 30-60 min. lesson & gathers student work samples, assessments and/or data for Review Meeting | Before Winter Break. | Videotape of selected lesson | E |
| Review Meeting 1: Within 10 instructional days after the video recording, analyze planned lesson, review student work and assessment, identify Educator's placement on Element rubrics | Within 10 instructional days of recording. | Video, student work, data, assessments, Pre-Observation Guide, Formal Observation Report, Professional Growth Goals & Plan | E, EV, & PC |
| Drop In Visit #2 | 1/31/22 | Evidence Collection & Drop-In Forms | E, EV, & PC |
| PLANNING, VIDEO AND REVIEW MEETINGS #2 ARE ONLY NECESSARY IF MARKS ARE LOW FROM SESSION #1 | | | |
| Planning Meeting 2: Educator and Peer Coach confer on Educator's planned lesson | Within 5 instructional days prior to recording. | Lesson Planning Guide | E & PC |
| Video Recording 2: Educator videotapes 30-60 min. lesson & gathers student work samples, assessments and/or data for Review Meeting | 2/15/22 = Temp/Prob 3/15/22 = Perm | Videotape of selected lesson | E |
| Review Meeting 2: Within 10 instructional days after the video recording, analyze planned lesson, review student work and assessment, identify Educator's placement on Element rubrics | Within 10 instructional days of recording. | Video, student work, assessments, Pre-Observation Guide, Formal Observation Report, Prof. Growth Goals & Plan | E, EV, & PC |
| Reflective Conversation Wrap Up: Educator, Evaluator and Peer Coach meet to review Educator's growth, implications for planning and application to future evaluation cycles. | 4/14/22 | Drop-in forms, Element rubrics and reflections, student work and assessments, Formal Observation Report, Prof. Growth Goals & Plan | E, EV, & PC |
| Summary Evaluation Form: Deliver to E & HR | 4/29/22* | Summary Evaluation Form | EV |
| *30 Days Before the Last Day of School / May 1st is a Sunday | | | |

¹ Drop in visits by Evaluator and PC do not need to be at the same time. Drop-In Forms provided to Educator within five instructional days.