

Parma School District
Forms Used Within the Teacher Evaluation Process

Form	Purpose	Located	Timelines	Created By Whom
FORM A: Sample of Artifacts	To identify examples of activities which the teacher, evaluator and mentor will include in discussion and reflection. (The contents of this collection will be discussed throughout the year with evaluator).	Teacher's file	Throughout the year	Teacher
FORM B: Informal Observations	To provide teacher feedback on his/her teaching as it relates to the 4 domains of professional practice	Copy to teacher for teacher's file; original for evaluator's working file and may be used in summative assessment.	One Informal Observation prior to the end of the 1 st quarter and the Second Informal Observation prior to the end of the 3 rd quarter.	Evaluator
FORM C: Self- Assessments	Completed by teacher to guide in deciding which components to focus on during the year. To be discussed with evaluator during evaluation conference.	Teacher's file	September and January	Teacher
FORM D 1: Pre-conference (Planning) Formal Observation form	Completed by the teacher and reviewed with mentor prior to the pre-observation (planning) conference with the evaluator.	Teacher's file	Completed prior to the scheduled pre-conference observation conference.	Teacher and reviewed with Evaluator.

FORM D 2: Post-conference (Reflecting) Formal Observation Form	Completed by the teacher and reviewed with evaluator post- observation conference	Teacher's file	Completed after the scheduled formal observation and prior to the scheduled post- conference.	Teacher and reviewed with Evaluator.
FORM E: Formal Observations	To enhance professional practice and improve student learning through ongoing dialogue and observation	Signed original to personnel file twice a year; copy to teacher file.	Completed during 1 st semester and second formal observation during second semester prior to April 30 th .	Evaluator
FORM F: Teacher Lesson Reflection	To provide teacher opportunity to reflect on practice. (To be discussed with evaluator during evaluation conference)	Teacher's file	Within 10 days following Formal Observation	Teacher and reviewed by Evaluator
FORM G: Summative Evaluation Form	To provide feedback to the teacher and to meet Idaho code.	Submitted to Personnel file at the end of each school year; copy to teacher's file	Completed by April 30.	Evaluation signed by Teacher
FORM H: Individual/Group Professional Development Plan	Define professional development plan either for the individual or outlined by collegial team. (group)	Personnel file; teacher's file and evaluator's working file	Submit signed plan to personnel file before the end of first 6 weeks of school	Teacher/Group reviewed by the Evaluator.