

**Announced Observation - All announced observations, including post-conferences, should be completed prior to March 1<sup>st</sup> barring any extenuating circumstances.**

- tenured teachers have ONE announced observation
- non-tenured teachers have TWO announced observations

Teachers	Evaluator
<p><b>Scheduling</b></p> <p>The teacher should schedule their pre-observation, observation, and post-observations during the approved window provided by their evaluator. Announced observations occur before unannounced.</p>	<p><b>Scheduling</b></p> <p>The lead evaluator will establish and send communication regarding the window for scheduling pre-observation, observation, and post-observations. The lesson plan template should be provided as an attachment or through the following link: <a href="#">Lesson Plan Template</a> Announced observations occur before unannounced.</p>
<p><b>Timeline</b></p> <p>Observations are not to take place within the first two weeks of the school year or the first two weeks of second semester for semester courses.</p> <p><b>Forms</b></p> <p>Following the post-conference, observation forms must be completed and returned to the teacher <b>no later than 20 school days for tenured teachers and 15 school days for probationary teachers.</b> Teachers have 10 school days to return the signed form.</p>	<p><b>Timeline</b></p> <p>Observations are not to take place within the first two weeks of the school year or the first two weeks of second semester for semester courses.</p> <p><b>Forms</b></p> <p>Following the post-conference, observation forms must be completed and returned to the teacher <b>no later than 20 school days for tenured teachers and 15 school days for probationary teachers.</b> Teachers have 10 school days to return the signed form.</p>
<p><b>Lesson Plan Template</b></p> <p>Teacher submits the fully completed lesson plan to their lead evaluator at least 24 hours prior to pre-observation meeting. There is a shared understanding that the lesson plan may be responsively adjusted during the observation.</p>	<p><b>Lesson Plan Template</b></p> <p>Lead evaluator uses <b>Domain 1</b> components to evaluate the lesson plan. There is a shared understanding that the lesson plan may be responsively adjusted during the observation.</p>

<b>Announced Observation - Continued</b>	
<b>Teachers</b>	<b>Evaluator</b>
<p><b>Pre-observation (required for all teachers)</b></p> <p>Review of lesson plan and <b>Domain 1</b> with lead evaluator. Lead evaluator will facilitate discussion regarding how evidence is collected and logistics for the observation will be conducted.</p> <p>The <b>pre-observation conference</b> should be <b>within 2 days of the observation</b>, barring any extenuating circumstances.</p>	<p><b>Pre-observation (required for all teachers)</b></p> <p>The intent of the pre-observation process is to rate the components of <b>Domain 1</b> separately, not to be influenced by the observation. Discussions can be both evaluative and growth-producing. Lead evaluator will facilitate discussion regarding how evidence is collected and logistics for the observation will be conducted.</p> <p>The <b>pre-observation conference</b> should be <b>within 2 days of the observation</b>, barring any extenuating circumstances.</p>
<p><b>Observation (30-45 minutes)</b></p> <p>Evaluation based on <b>Domains 2 and 3</b>. Evidence collected may include notetaking and engagement with students. No photos or videos are to be collected without prior agreement with the teacher. Extenuating circumstances may result in an observation being rescheduled. A new or additional lesson plan would not be required in these situations.</p> <p>No simultaneous observations, each teacher must have their own allotted time.</p>	<p><b>Observation (30-45 minutes)</b></p> <p>Collect evidence for <b>Domains 2 and 3</b>. No photos or videos are to be collected without prior agreement with the teacher. Extenuating circumstances may result in an observation being rescheduled. A new or additional lesson plan would not be required in these situations. Consideration should be given if factors influence the evaluator's ability to be present for the entire lesson as outlined in the lesson plan.</p> <p>No simultaneous observations, each teacher must have their own allotted time.</p>
<p><b>Post-Observation (required for all teachers)</b></p> <p>Reflection should be submitted to the lead evaluator 24 hours prior to the meeting and should succinctly reflect on the lesson. Post observation includes <b>Domains 2, 3, and 4</b>. Be prepared to share evidence related to the lesson (student work, assessments, etc.) as well as for Domain 4. <b>A score for Domains 1, 2, and 3 will be shared prior to or by the end of the post-observation conference.</b> Scores may be in increments of 0.5 and based on a preponderance of evidence.</p>	<p><b>Post-Observation (required for all teachers)</b></p> <p>Post observation includes <b>Domains 2, 3, and 4</b>. Be prepared to discuss evidence related to the lesson (student work, assessments, etc.) as well as for Domain 4. <b>A score for Domains 1, 2, and 3 will be shared prior to or by the end of the post-observation conference.</b> Growth producing feedback and the discussion between the lead evaluator and teacher is vital part of the process. <b>A score for Domains 1, 2, and 3 will be shared prior to or by the end of the post-observation conference.</b> Scores may be in increments of 0.5 and based on a preponderance of evidence.</p>

**Unannounced Observation – Required for All Teachers**

*All observations, including post-conferences, must be completed by May 1<sup>st</sup> for probationary teachers and by May 15<sup>th</sup> for tenured teachers.*

Teachers	Evaluator
<p><b>Scheduling</b> Unannounced observations occur after announced. The timing of the unannounced observation should consider extenuating factors and/or circumstances (full period testing, immediate return from an absence, WIN, etc.).</p>	<p><b>Scheduling</b> Unannounced observations occur after announced. The timing of the unannounced observation should consider extenuating factors and/or circumstances (full period testing, immediate return from an absence, WIN, etc.).</p>
<p><b>Timeline</b> Are not to take place within the first two weeks of second semester for semester courses.</p> <p><b>Forms</b> Observation forms must be completed and returned to the teacher <b>no later than 20 school days for tenured teachers and 15 school days for probationary teachers. Teachers have 10 school days to return the signed form.</b></p>	<p><b>Timeline</b> Are not to take place within the first two weeks of second semester for semester courses.</p> <p><b>Forms</b> Observation forms must be completed and returned to the teacher <b>no later than 20 school days for tenured teachers and 15 school days for probationary teachers. Teachers have 10 school days to return the signed form.</b></p>
<p><b>Observation</b> <b>Tenured</b> teachers have a <b>20-minute</b> observation period. <b>Probationary</b> have a <b>30–45-minute observation period</b>. Evaluation based on <b>Domains 2 and 3</b>. Evidence collected may include notetaking and engagement with students. Evaluator should ask something like “<i>Is this a good time for your unannounced?</i>” and <b>identify who is being observed in shared classroom setting</b>. This lets the teacher know they are being evaluated and gives them the opportunity to defer to another time if a reasonable extenuating circumstance exists. No photos or videos are to be collected without prior agreement with the teacher.</p> <p>No simultaneous observations, each teacher must have their own allotted time.</p>	<p><b>Observation</b> <b>Tenured</b> teachers have a <b>20-minute</b> observation period. <b>Probationary</b> have a <b>30–45-minute observation period</b>. Evaluation based on <b>Domains 2 and 3</b>. Evidence collected may include notetaking and engagement with students. Evaluator should ask something like “<i>Is this a good time for your unannounced?</i>” and <b>identify who is being observed in a shared classroom setting</b>. This lets the teacher know they are being evaluated and gives them the opportunity to defer to another time if a reasonable extenuating circumstance exists. No photos or videos are to be collected without prior agreement with the teacher.</p> <p>No simultaneous observations, each teacher must have their own allotted time.</p>

**Unannounced Observation – Continued**

**Teachers**

**Post-Observation (required for all teachers)**

Should be *within 5 days of observation* barring any extenuating circumstances.

**Reflection should be submitted to the lead evaluator 24 hours prior to the meeting** and should succinctly reflect on the lesson. Post observation includes **Domains 2 and 3**. Be prepared to share evidence related to the lesson (student work, assessments, etc.). **A score for Domains 2 and 3 will be shared prior to or by the end of the post-observation conference.**

**Evaluator**

**Post-Observation (required for all teachers)**

Should be *within 5 days of observation* barring any extenuating circumstances.

Post observation includes **Domains 2 and 3**. Be prepared to discuss evidence related to the lesson (student work, assessments, etc.). **A score for Domains 2 and 3 will be shared prior to or by the end of the post-observation conference.** Growth producing feedback and the discussion between the lead evaluator and teacher is vital part of the process.

**Outside Observation - Required for All Teachers**

*All observations must be completed by May 1<sup>st</sup> for probationary teachers and by MAY 15<sup>th</sup> for tenured teachers.*

Teachers	Evaluator
<p><b>Scheduling</b></p> <p>Outside observer establishes the dates that teachers can schedule for their outside observation. Shared spreadsheets with dates and times are sent to each teacher by the outside observer or their designee.</p> <p>Teacher should reach out to the outside observer if no time slots are available given the teacher's schedule.</p>	<p><b>Scheduling</b></p> <p>Outside observer establishes the dates that teachers can schedule for their outside observation. Shared spreadsheets with dates and times are sent to each teacher by the outside observer or their designee.</p> <p>Observer should be mindful of potential changes in the building schedule.</p>
<p><b>Timeline</b></p> <p>Teachers will sign up for an outside observation in a timely manner.</p>	<p><b>Timeline</b></p> <p>Outside observations can be scheduled starting November 1. Available dates and times are sent to teachers by October 15.</p> <p><b>Forms</b></p> <p>Digital observation forms must be completed and returned to the teacher and building principal and/or designee <b>no later than 3 school days following the observation.</b></p>
<p><b>Lesson Plan Template</b></p> <p>Completed lesson plan templates are not required for outside observations. Teachers are welcome to share information prior to an outside observation but are not required to.</p>	<p><b>Lesson Plan Template</b></p> <p>Completed lesson plan templates are not required for outside observations. Teachers are welcome to share information prior to an outside observation but are not required to.</p>
<p><b>Observation</b></p> <p>Observations will be 15 minutes in length and focus only on <b>Domain 2</b>. No photos or videos are to be collected without prior agreement with the teacher. Extenuating circumstances may result in an observation being rescheduled.</p> <p>No simultaneous observations, each teacher must have their own allotted time.</p>	<p><b>Observation</b></p> <p>Observations will be 15 minutes in length and focus only on <b>Domain 2</b>. No photos or videos are to be collected without prior agreement with the teacher. Extenuating circumstances may result in an observation being rescheduled.</p> <p>No simultaneous observations, each teacher must have their own allotted time.</p>

**Outside Observation – Continued**

**Teachers**

**Post Observation**

*Teacher may request* a post observation conference with their outside observer. Those with an overall **score of Ineffective or Developing** ( $\leq 2.0$ ) are **required to participate** in a post observation conference within two weeks of digital receipt of observation form.

**Evaluator**

**Post Observation**

*Teacher may request* a post observation conference with their outside observer. An **observer will schedule** a post observation conference **within two weeks** for those with an **overall score of Ineffective or Developing** ( $\leq 2.0$ ).