Observation Protocol

- **All** non-tenured teachers and teachers on a full evaluation cycle will receive a minimum of two 30 minute observations per year (1 Fall Semester & 1 Spring Semester).
- Observations will be semi-announced (Teacher will be given a general time in which an observation may take place ("I may visit next week" or "Is there a day in the near future that would be bad for an observation").
- Observations will typically be conducted by building administrators. Central office personnel may also conduct observations when needed.
- Feedback from observations will be provided within five days.
- Teachers not on full evaluation cycle will be monitored through instructional walkthroughs.
- Instructional walkthroughs may be conducted at any time and can be announced or unannounced.
- The ELEOT Observation Tool will be used for observations.

Self-Assessment / Professional Learning Plan

- **Every** teacher in Fayette County Schools will complete an annual self-assessment in Google Classroom.
- **Every** teacher will then develop his/her annual Professional Learning Plan in Google Classroom based on the results from the self-assessment.
- A school administrator will collaborate with the teacher to assist in the development of the PLP.
- The self-assessment should be completed on or before August 20th of each year.
- The Professional Learning Plan should be completed on or before September 15th of each year.
- Evidence should be entered periodically to the Professional Learning Plan.
- At least 2 pieces of evidence should be entered before December 19th.
- At least 4 total pieces of evidence should be entered before May 1st.
- **ALL** documentation will be kept the EET Google Classroom.

Professionalism

At the end of the school year, all administrators will complete the Professionalism form for each faculty member. This form will be uploaded in your EET Classroom as an assignment.

The EET Classroom will have the following items for each faculty member:

Self-Assessment

PLP (with evidence)

Professionalism Form