

Parma School District #137 Observation and Evaluation Schedule

| Schedule | Tier 1 and Tier 4 Non-Continuing Contract or Probationary Teacher Activities | Tier 2 Continuing Contract Teacher Activities: Formal Evaluation Years | Tier 2 and 3 Continuing Contract Teacher Activities: Self-Directed Professional Growth Years |
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| Throughout the year | Teacher collects evidence of student learning (artifacts) and professional activities, and administrator conducts informal and formal observations of professional practice. | Teacher collects evidence of student learning and professional activities, and administrator conducts informal observations of professional practice | Administrator conducts informal observations of professional practice |
| August | Administrator sends each teacher letter identifying evaluator. Administrator and teacher reviews evaluation schedule. Administrator informs probationary teachers of the procedures used in the evaluation system. | Administrator sends each teacher letter identifying evaluator. Administrator and teacher reviews evaluation schedule. | Teacher conducts self-assessment Administrator sends each teacher letter identifying evaluator. Administrator and teacher reviews evaluation schedule. |
| September | Administrator and teacher review artifacts list. Teacher conducts self-assessment | Administrator and teacher review artifacts list. Teacher conducts self-assessment | Teacher and administrator hold goal-setting conference to outline professional development plan. |
| October | Administrator conducts first informal observation. | Administrator conducts first informal observation. | Teachers form study groups; formulate growth plans. |
| November and December | Administrator holds pre-conference with teacher Administrator conducts first formal observation. Administrator and teacher hold post conference for reflection about first formal observation. | Administrator holds pre-conference with teacher Administrator conducts first formal observation. Administrator and teacher hold post conference for reflection about first formal observation | Study groups meet monthly; implement growth plans. |

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| January and February | Administrator and teacher review artifacts list. Teacher conducts self-assessment. | Administrator and teacher review artifacts list. Teacher conducts self-assessment. | |
| March and April | Administrator holds pre-conference with teacher Administrator conducts second formal observation. Administrator and teacher hold post conference for reflection about second formal observation Administrator completes Summative Evaluation; holds conference with teacher | Administrator holds pre-conference with teacher Administrator conducts second formal observation. Administrator and teacher hold post conference for reflection about second formal observation Administrator completes Summative Evaluation; holds conference with teacher | |
| May and June | | If appropriate, formulate growth goals for the following year. | Teachers (possibly in groups) and administrator hold reflection conference. If appropriate, formulate growth goals for the following year. |

- Tier 1 –Non Continuing Contract(Category 1, 2 and 3 contracts)
- Tier 2- Continuing Contract-(Standard Contract)
- Tier 3-Probationary