

Teacher Evaluation Components/Documents/Timeline/Purpose

Teacher: _____

Evaluator: _____

School: _____

Evaluation Year: _____

Grade Level/Subject(s): _____

Evaluation Date: _____

	Component	Document	Timeline	Purpose
<input type="checkbox"/>	Notification of evaluation process		By September 15	
<input type="checkbox"/>	Teacher completes self-assessment	P/CSTP Self-Assessment	By October 15	Teacher reflects upon her/his teaching through a self-assessment based on the Piedmont/California Standards for the Teaching Profession (P/CSTP)
<input type="checkbox"/>	Teacher/Administrator identify Classroom Visitation or Action Research Model	Classroom Visitation and Action Research Descriptions	By October 15	Teacher and the Administrator identify which type of evaluation process would be most meaningful for her/his current practice.
<input type="checkbox"/>	Teacher/Administrator set goals for the year	Goal Setting Conference Agreement	By October 15	Teacher and Administrator identify goals for the year based on student needs (student learning goal), instructional needs (instructional and assessment goals), and teacher self-assessment.
<input type="checkbox"/>	Teacher/Administrator meet for pre-observation conference(s)	Pre-Observation Conference Questions	October-April	A set of questions to guide the conversation during the pre-observation conference. The questions are meant to support the reflection/thinking process for both teacher and administrator.
<input type="checkbox"/>	Administrator Observes in the Classroom		October-April	A minimum of 3 formal observations for the Classroom Visitation Model. A minimum of 1 formal observation for the Action Research Model.
<input type="checkbox"/>	Teacher/Administrator meet for post-observation conference(s) and develop improvement plan (if needed)	Post-Observation Conference Questions	October-April	A set of questions to guide the conversation during the post-observation conference. The questions are meant to support the reflection/thinking process for both teacher and administrator. Any concerns and follow-up will be shared at this time,

<input type="checkbox"/>	Teacher/Administrator reflect upon student assessment data	Assessing for Student Learning, Standardized Test Results, Common Assessments (Student Data Reflection Process, Student Data Reflection Form)	October-April	Teacher and Administrator reflect upon student learning using student assessment data and elements of Standard 5, Assessing Students for Learning.
<input type="checkbox"/>	Teacher observes peer(s)	Self-Reflection Using Observation of Peer	October-April	Teacher observes another teacher and reflects on the observation in terms of how the observation moves her/his practice forward. Form stays with observing teacher.
<input type="checkbox"/>	Notification of possible <i>Unsatisfactory</i> rating		End of First Semester	
<input type="checkbox"/>	Notification of Teachers Engaged in Active Mentoring (TEAM) support program referral Notification of possible <i>Developing</i> rating		March 31	
<input type="checkbox"/>	Teacher solicits student feedback/ Reflects upon student feedback	Student Surveys, Certificated Reflection on Student Responses	Mid-Year/End of Year	Teacher reflects on student feedback in terms of how to use the feedback to move her/his practice forward.
<input type="checkbox"/>	Teacher solicits parent feedback/Reflects upon parent feedback	Parent/Guardian Surveys, Certificated Reflection on Parent/Guardian Responses	Mid-Year/End of Year	Teacher reflects on parent feedback in terms of how to use the feedback to move her/his practice forward and to enhance communication with parents.
<input type="checkbox"/>	Administrator completes and gives final evaluation form to the teacher	Certificated Teacher Evaluation Report	30 calendar days prior to last day of school	Administrator summarizes the evaluation process and teacher growth.
<input type="checkbox"/>	Teacher/Administrator complete final conference		Prior to last day of school	Teacher and administrator reflect upon the evaluation process and teacher growth.