



KNOW YOUR CONTRACT

EVALUATIONS

Formal Conference Evaluation Timeline		Self Assessment Evaluation Timeline	
By Sept 8th	Notification of who is to be evaluated, assigned evaluator, and site meeting to explain evaluation procedures. Notification to members whose evaluations are being "skipped". (30 days)	By Sept 8th	Notification of who is to be evaluated, assigned evaluator, and site meeting to explain evaluation procedures. Notification to members whose evaluations are being "skipped". (30 days)
By Sept 28th	Pre-evaluation conference (50 days)	By Oct 8th	Pre-evaluation conference (60 days)
Through out Year	Pre-observation forms completed 3 days prior to visit	Through out Year	Member conducts evaluation activities as laid out in pre-evaluation conference
	Formal Classroom Observations	By April 19th	Self Assessment Final Report must be submitted to your evaluator. (45 days before end of year)
	Post-observation meeting completed within 10 days after observation		
By May 4th	Final Evaluation document must be given to evaluatee (30 days before end of year)	Within 14 days	Evaluator must return Self Assessment Final Report
Within 10 days	Member may submit a formal response to the final evaluation to be included in their personnel file	Within 7 days	Member can make any response to evaluator's comments on the Self Assessment Final Report

- The **principal has the discretion to "skip" a permanent member's evaluation**. This means the member would not be evaluated again for two more years.
- Unit members have the **right to one change in the designated evaluator**, but must request this change in writing prior to the pre-evaluation conference. No reason needs to be given.
- Unit members meeting two of the three designated standards on their two most recent formal conference evaluations as a permanent employee **may request to complete a Self Assessment** at their discretion provided that they meet the requirement of having been on formal conference evaluation at least once within a six year period. If a member is eligible for self-assessment, they should alert their evaluator that that is their preference prior to the pre-evaluation conference. The principal may deny self-assessment requests and any denial may be appealed to the Asst. Supt. of HR.
- Every effort should be made for the unit member and the evaluator to reach agreement on the three designated standards. In the event that agreement cannot be reached, the unit member designates one standard and the evaluator designates the other two standards.

- Assessment methods may include: classroom observations, examples of student work, review of teacher-developed lessons and work products, and information relating to teacher implementation of board adopted content standards and standards of student progress adopted by the board. The member and evaluator should mutually agree upon what specific methods will be used at the initial pre-evaluation conference. (Note: No client input is required by contract for the evaluation.)
- The evaluator should **conduct classroom observations on three occasions or for two full block periods**. One observation should be for the entire period and all other observations should be for at least 45 minutes and, under no circumstances, less than 30 minutes.
- **By mutual agreement of the evaluator and the teacher, a third required observation may be waived** if the evaluator determines that all three designated standards have been met.
- **Observations must be scheduled with at least three days advance notice** or, with less than three days notice, by mutual consent.
- **A pre-observation conference is not required but is highly recommended by SDTA**. This conference gives you an opportunity to preview for your evaluator what he or she will see in the lesson to be observed and for you to highlight ways in which you feel you are demonstrating the CSTPs you are working on. It also is an opportunity for you to show evidence of some of the key elements that are difficult to observe in the classroom, thus possibly enabling the evaluator to mark those elements as “met” in this observation sequence.
- **The teacher must complete an Observation Planning Form at least one day prior to each observation** or, by mutual consent, less than one day prior to an observation. Some evaluators do not require this form if you submit a detailed lesson plan – be sure you know what your evaluator expects you to submit.
- For an observation canceled by the evaluator, the teacher may waive the requirement to submit an Observation Planning Form, but in doing so agrees to participate in a pre-observation conference.
- All observations are to be followed with written feedback from the evaluator **within ten days** of the observation.
- Unit members should **receive a copy of the final evaluation no later than 30 days prior to the end of the school year**.
- Members doing Self Assessment **must turn in their Self Assessment Final Report form at least 45 days prior to the end of the school year** and it must be returned by the evaluator within 14 days of receipt. Members have 7 days to respond to any comments made by their evaluator on the Self Assessment Final Report
- There should be nothing in a member’s final evaluation that has not been discussed at previous evaluation conferences. **If something is in the final, written evaluation that you have not discussed, do not sign the evaluation.** Ask the evaluator to remove that portion of the evaluation that was not discussed before you sign.

Any questions regarding evaluations can be directed to your site reps.