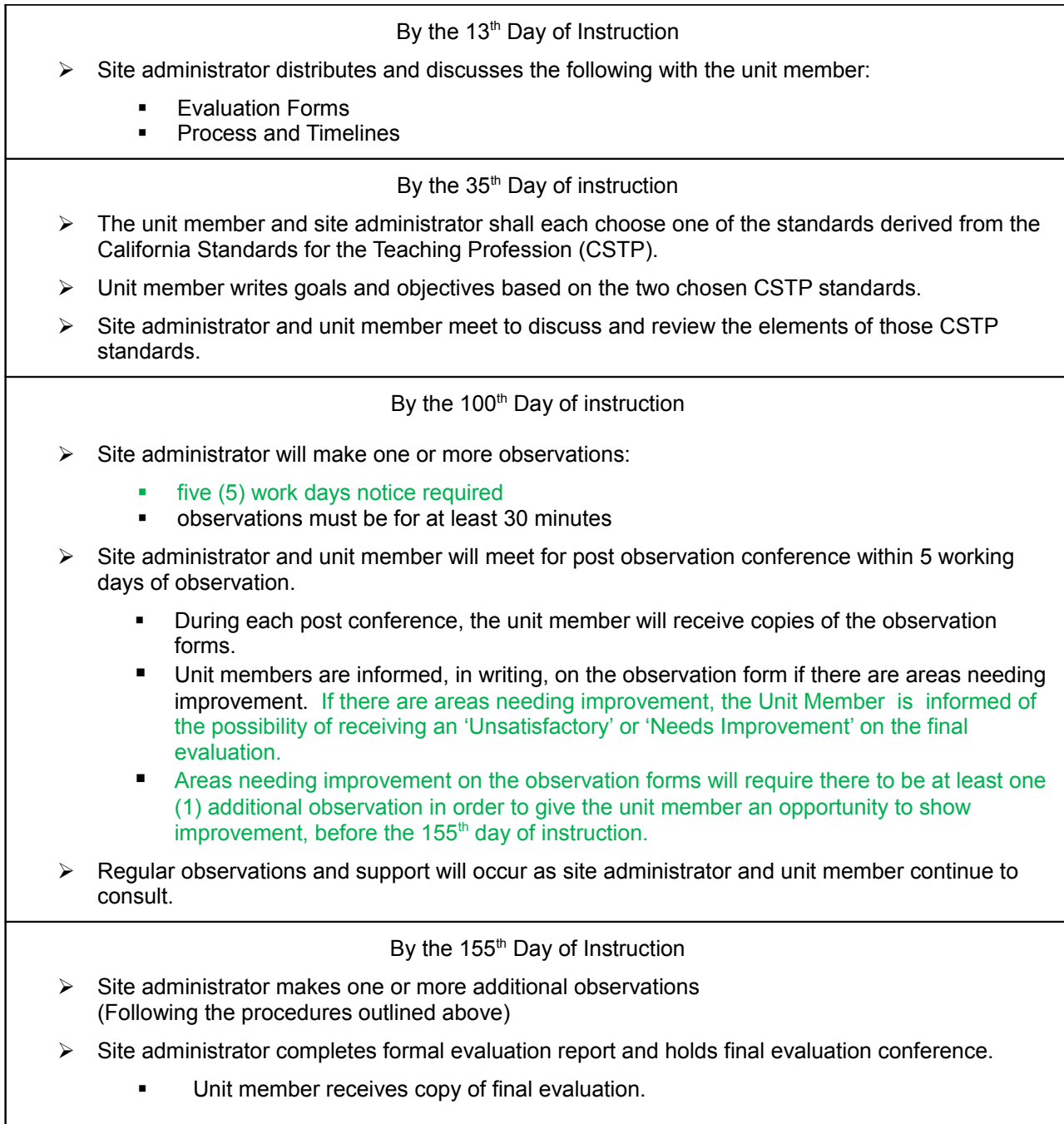


Article 6 – Evaluation Cycle

Figure A



SATISFACTORY
Evaluation Cycle
Complete

**NEEDS
IMPROVEMENT**
(See Figure B)

UNSATISFACTORY
Initiates PAR-Peer Assistance and
Review
(See Figure C)

Article 6 – Evaluation Cycle

Figure B

PRIOR YEAR FINAL EVALUATION = “NEEDS IMPROVEMENT” and not in PAR

By the 13th Day of Instruction

- Site administrator and unit member will meet to
 - Distribute evaluation forms
 - Discuss prior year’s evaluation
 - Develop an Action Plan based on the final Evaluation of Teaching Performance and areas marked “Below Teaching Standards”
 - Unit member receives a copy of the Action Plan
 - Set date for 1st formal observation, five (5) work days notice required.
 - Set the performance and learning goals for 1st observation based on specific Action Plan priorities.

Examples of support include, but are not limited to: District Sponsored Trainings and College Courses.

By the 35th Day of instruction

- Site Administrator will complete 1st formal observation
 - five (5) work days notice required
 - observation must be for at least 30 minutes
- Site administrator will meet for post observation conference within 5 working days of observation.
 - During each post conference, the unit member will receive copies of the observation forms, Action Plan notations indicating whether the unit member has met performance goals set for the observation or if improvement is still needed.
 - Areas needing improvement on the observation forms will require there to be at least 1 additional observation in order to give unit member an opportunity to show improvement, before the 155th day of instruction.
- Set date for 2nd formal observation, five (5) days notice required.
- Set the performance and learning goals for 2nd observation based on specific Action Plan priorities.

Regular observations and support will occur as site administrator and unit member continue to consult.

By the 100th Day of instruction

- Site administrator will complete 2nd formal observation to assess progress towards meeting the objectives of the Action Plan.
 - five (5) days notice required.
 - observation must be for at least 30 minutes
- Site administrator unit member will meet for post observation conference within 5 working days of observation.
 - During each post conference, the unit member will receive copies of the observation forms.
 - Unit members are informed, in writing, of progress towards meeting the objectives of the Action Plan and if there are any remaining areas needing improvement. If there are areas needing improvement, the Unit Member is informed of the possibility of receiving an

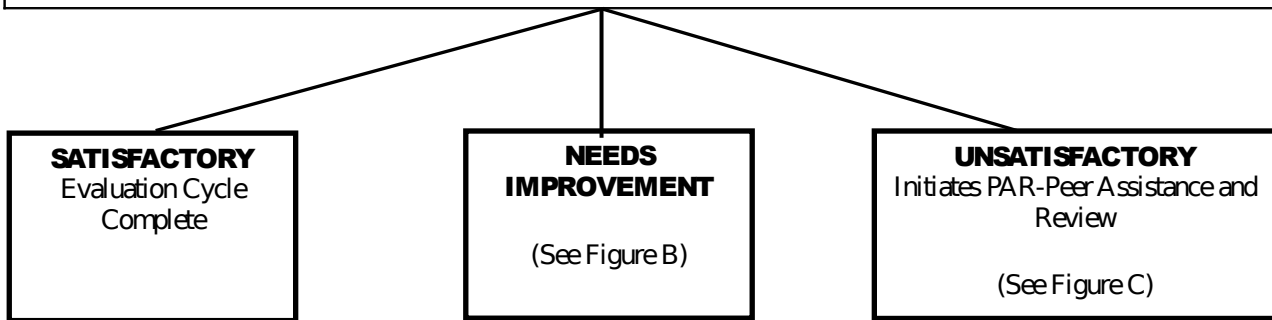
'Unsatisfactory' or 'Needs Improvement' on the final evaluation.

(Figure B, By the 100th Day of Instruction cont.)

- Areas needing improvement on the observation forms will require there to be at least one (1) additional observation in order to give unit member an opportunity to show improvement, before the 155th day of instruction.
- Regular observations and support will occur as site administrator and unit member continue to consult.

By the 155th Day of Instruction

- Site administrator makes one or more additional observations (Following the procedures outlined above)
- Site administrator completes formal evaluation report based on the Action Plan and holds final evaluation conference.
 - Unit member receives copy of final evaluation.



Article 6 – Evaluation Cycle
Figure C

Prior year final evaluation 'Unsatisfactory'
Placed in Peer Assistance and Review (PAR) or volunteered for PAR

By the 70th Day of Instruction

- Site administrator will complete 2nd formal observation
 - observation must be for at least 30 minutes
 - five (5) days notice required
- Site administration, PT and CT will meet for post observation conference within 5 working days of observation.
 - During each post conference, the unit member will receive copies of the observation forms, Action Plan notations indicating whether PT has met performance goals set for the observation or if improvement is still needed.
- Set date for 3rd formal observation, five (5) days notice required on specific Action Plan priorities.
- PT and CT meet to plan lesson prior to 3rd formal observation

By the 100th Day of Instruction

- Site Administrator will complete 3rd formal observation
 - five (5) days notice required
 - observation must be for at least 30 minutes
- Site administration, PT and CT will meet for post observation conference within 5 working days of observation

(Figure C, By the 100th Day of Instruction cont.)

 - During each post conference, the unit member will receive copies of the observation forms, Action Plan notations indicating whether PT has met performance goals set for the observation or if improvement is still needed.
 - Unit members are informed, in writing, of progress towards meeting ALL the objectives of the Action Plan and if there are any remaining areas needing improvement. If there are areas still needing improvement, the Unit Member is informed of the possibility of receiving an 'Unsatisfactory' or 'Needs Improvement' on the final evaluation.
 - Unit member or administrator conducting the evaluation may request a 4th observation.
- Set date, if requested, for 4th formal observation, five (5) days notice required.
- Set the performance and learning goals for 4th observation based on Action Plan priorities.
- PT and CT meet to plan lesson prior to 4th formal observation

By the 155th Day of Instruction

- Site Administrator completes 4th formal observation (If 4th observation requested)
 - Observation must be for at least 30 minutes and five (5) days notice is required.
 - Site administration, PT and CT will meet for post observation conference within 5 working days of observation
 - During post conference, the unit member will receive copies of the observation forms, Action Plan notations indicating whether PT has met performance goals set for the observation or if improvement is still needed.

➤ Site administrator completes formal evaluation report based on the Action Plan and holds final evaluation conference.

Unit Member receives copy of final evaluation report and written letter stating continuation of PAR or release from the PAR program.

SATISFACTORY
Evaluation Cycle
Complete

**NEEDS
IMPROVEMENT**
Review Action Plan
(See Figure B)

UNSATISFACTORY
Continue PAR-Peer
Assistance and Review
(See Figure C)