



## Procedures and Standards for Teacher Evaluation

General Format: Conferencing – When the date/time for a classroom visit is scheduled, the teacher should obtain a packet of forms from the evaluator/administrator. The forms will be available on SASED’s website.

- A. **Pre-Observation:** Evaluators and teachers should communicate about the evaluation process, discuss basic expectations, and plan the actual classroom visit. The teacher will be given at least a (5) day notice prior to the actual formal observation. The *Pre-Observation Conference Planning Form* should be completed by the teacher prior to the conference. The *Post Observation Feedback Form* will be explained and provided to the teacher at this conference.  
*Note: Informal observations may occur at any time without prior notice and may be used for evaluation purposes.*
- B. **Observation by Evaluator:** (at least 30 minutes in length). Evaluator may script, take notes utilizing any format or may use the *Observation Data Form*.
- C. **Post Observation Conference:** The conference should be scheduled to take place within 10 days of the observation unless mutually agreed alternate scheduling is arranged. It is optional for the teacher to complete the *Reflection Form* prior to the conference. The evaluator and teacher will discuss the observation utilizing the *Post Observation Feedback Form*. The evaluator will complete the *Post Observation Conference Summary Form*. This document will be signed by both the evaluator and teacher indicating that the process has occurred.
- D. **Summative:** The evaluator will complete a *Summative Evaluation* which summarizes the teacher’s effectiveness in each of the Domains of Teaching. The evaluator will rate the teacher in conformance with State requirements. This document will be signed by both the evaluator and teacher and retained in the teacher’s personnel file.

### **Non- Tenured Staff Evaluation Requirements**

Yearly:

- Minimum of two (2) observations – A, B and C above
- Summative – D above

### **Tenured Staff Evaluation Requirements**

Every two (2) years:

- Minimum of one (1) observation – A, B and C above
- Summative – D above