

Teacher Evaluation Process

(Teachers in first or second consecutive year in a district)

REQUIRED STEPS	Implementation Ideas
Set – up	
STEP 1 – Orientation to Evaluation Process and Procedures (required)	<ol style="list-style-type: none"> 1. Group overview for all teachers within first 10 duty days. 2. Detailed review of the KEEP process for those being evaluated in KEEP, including timelines, rubrics, evidence, artifacts, etc. and mentors, if assigned. 3. Detailed KEEP Repository training for those being evaluated.
STEP 2 – Teacher Does Self-Assessment and Goal Setting (required)	<ol style="list-style-type: none"> 1. Teacher completes self-assessment and selects tentative goals in KEEP Repository. 2. Evaluator and Teacher review completed self-assessment and goals.
Beginning of Cycle	
STEP 3 – Formal Observation is Held Within the First 60 Days (required), Post-Observation Conference: Face to Face (required)	<ol style="list-style-type: none"> 1. Pre-Observation Conference: Set Formal Observation date and time, expectations, and agenda. Request lesson plan or supporting documentation. Face-to-Face is optional. 2. Do formal observation at pre-set date and time, with copy of lesson plan. 3. Formal observations are 30 minutes – 1 class period. 4. Post-Observation Conference: Meet after the Formal Observation and give feedback. Face-to-Face is required. 5. Complete the required Beginning of Cycle Conference Form in KEEP Repository.
Mid-Cycle	
STEP 4 – Ongoing Informal Observations, Artifact and Data Collection (required)	<ol style="list-style-type: none"> 1. Ongoing informal observations must align with components/rubrics. 2. At a minimum, one informal observation per month. 3. Informal observations are 5 minutes – 30 minutes and should include post observation feedback. May include feedback in the repository.
STEP 5 – Mid-Cycle Conference	<ol style="list-style-type: none"> 1. Evaluator and teacher review goals and progress, and make adjustments as needed. 2. It is recommended a second formal observation occurs. 3. Evaluator completes the required Mid-Cycle conference Form in KEEP Repository.
End of Cycle	
STEP 6 – Final Conference, No Later than the 60 th Day of the Semester (required)	<ol style="list-style-type: none"> 1. Evaluator presents draft of Summary Rating Form to teacher. 2. Evaluator and teacher discuss goals and progress, and data related to summary rating 3. Evaluator and teacher discuss potential goals for next cycle. 4. Evaluator completes the End of Cycle Conference Form in KEEP Repository. 5. Summary Rating Form is finalized and completed.