

Teacher FAQs

Teacher Categories and Evaluations

Instructional Personnel Group	Number of Observations	When Observations Occur	When Observation Results are Communicated to Personnel
Classroom and Non-Classroom Teachers (Category 1.2, 1.3, and 2.0)			
Rehires to the district	3 Informal 1 Formal	<u>Informal</u> : From August through April <u>Formal</u> : October - April	All Observations are recorded in iObservation and immediately accessible to the teacher.
Newly Hired Classroom Teachers (Category 1.1)			
Hired before the beginning of the school year	4 Informal 2 Formal	<u>Informal</u> : From August through April <u>Formal</u> : October - April	All Observations are recorded in iObservation and immediately accessible to the teacher.
Hired after the beginning of the school year • 44 – 98 work days	2 Informal 1 Formal	<u>Informal</u> : From hire date through April <u>Formal</u> : From hire date through April	All Observations are recorded in iObservation and immediately accessible to the teacher.
Hired after the beginning of the school year • Less than 44 work days	Narrative rating with a 1 – 4 scale	<u>Informal</u> : April	All Observations are recorded in iObservation and immediately accessible to the teacher.

Table 1 - Procedures used for Category 1.1 Teachers

Category 1.1 – First Year in the District

REQUIREMENTS FOR OBSERVATIONS/EVALUATION

Formal Observation (2)	Informal Observation (4)	Evaluation (2)	Notes	
<ul style="list-style-type: none"> Conducted by the principal/assistant principal using state approved forms Must have informal prior to first formal observation 	<ul style="list-style-type: none"> Conducted by the Principal/assistant Principal using state approved forms 	<ul style="list-style-type: none"> Includes both classroom observations and reviews of student work and performance Conducted by the principal/assistant principal using state approved forms 		
<ul style="list-style-type: none"> Pre-Observation Conference A minimum of 1 class period or 45 minutes in length Post Observation Conference Written Feedback required within 10 Days Results used for annual evaluation. 	<ul style="list-style-type: none"> Announced or Unannounced At least 10 minutes in length Written feedback required for a rating less than Applying Feedback is provided within 3 days Results used for annual evaluation 	<ul style="list-style-type: none"> Includes review of student performance including student work, student assessment results, pre and post tests, Performance Matters (Unify) data, student progress monitoring systems, grades, artifacts, etc. 	<ul style="list-style-type: none"> An experienced teacher who is new to the district and receives a rating of effective or highly effective on each of the 2 required formal evaluations as a category 1.1 teacher will move to the category that is equivalent to his or her years of experience the following year. 	
Observation Instruments include: <ul style="list-style-type: none"> Pre-Observation Conference Post-Observation Conference Long Form as Reference Tool Formal Classroom Observation Data Collection Other 	Observation Instruments include: <ul style="list-style-type: none"> Pre-Observation Conference Post Observation Conference Long Form as Reference Tool Formal Classroom Observation Data Collection Other 	Late Hire/Work Day Count Requirements		
		Days Worked	Observations	Evaluations
		99 - 196	2 Formals 4 Informal	2
		44 - 98	1 Formal 1 Informal	1
		43 or fewer	Narrative with a rating of 1 - 4	1
		**New teachers working 99 or more days in their initial contract year will be classified as a 1.1 teacher. New teachers working 98 days or less days in their initial contract year will be categorized as 1.1 teacher for the remainder of the first contract year and continue as a 1.1 teacher throughout the next contract year. Classroom teachers who work less than 43 days in the school year will receive a narrative review and rating using a 1 – 4 rating scale.		

Table 2 - Procedures Used for Category 1.2, 1.3, and 2.0 Teachers

Category 1.2 – Second Year in the District

Category 1.3 – Third Year in the District

Category 2.0 – Fourth Year and beyond in the District

REQUIREMENTS FOR OBSERVATIONS/EVALUATION

Formal Observation (1)	Informal Observation (3)	Evaluation (1)
<ul style="list-style-type: none"> • Conducted by the principal/assistant principal using state approved forms • Must have informal prior to first formal observation 	<ul style="list-style-type: none"> • Conducted by the principal/assistant principal using state approved forms 	<ul style="list-style-type: none"> • Includes both classroom observations and reviews of student work and performance • Conducted by the principal/assistant principal using state approved forms
<ul style="list-style-type: none"> • Pre-Observation Conference • A minimum of 1 class period or 45 minutes in length • Post Observation Conference • Written Feedback required within 10 Days • Results used for annual evaluation. 	<ul style="list-style-type: none"> • Announced or Unannounced • At least 10 minutes in length • Written feedback required for a rating less than Applying • Feedback is provided within 3 days • Results used for annual evaluation 	<ul style="list-style-type: none"> • Includes review of student performance including student work, student assessment results, pre and post tests, Performance Matters, state tests, student progress monitoring systems, grades, artifacts, etc.
Observation Instruments include: <ul style="list-style-type: none"> • Pre-Observation Conference • Post Observation Conference • Long Form as Reference Tool • Formal Classroom Observation • Data Collection • Other 	Observation Instruments include: <ul style="list-style-type: none"> • Long Form as Reference Tool • Classroom Observation Data Collection • Other 	

Table 3 - Formal Observation Roles and Responsibilities

Formal Observation	Observer	Teacher
Pre-Conference	To support and guide the teacher in planning and preparation for the observation. To gather evidence for Domain 1. The evaluator schedules the pre-observation conference with the teacher 2-3 days ahead of the observation. The evaluator reviews the pre-observation conference form to guide the conversation. The evaluator and the teacher discuss the lesson to be observed.	To provide evidence regarding his or her skills in planning and aligning lessons to district standards and curricula. The teacher prepares and shares the pre-observation conference guide with the evaluator at least one day in advance of the conference.
Observation	The evaluator gathers evidence of teaching strategies as indicated in the Marzano Focus Teacher Evaluation Model, Domain 2 using the observation form. Results are used for annual evaluation. The evaluator sends evidence of the observation to the teacher prior to the post-observation conference.	To demonstrate effective teaching as outlined in the Marzano Focus Teacher Evaluation Model, Domain 2. The teacher reviews the evidence of observation and prepares for the post- observation conference completing the post observation conference guide.
Post-Conference	The evaluator schedules the post-observation conference to occur within 10 days of the observation. The evaluator provides a climate and experience that enables the teacher and to reflect upon the lesson and to determine next steps. Together the teacher and evaluator complete the rating scale for the observation to gather evidence for Domain 3 and 4.	To reflect upon the impact that the lesson had on student learning. Together the teacher and evaluator complete the rating scale for the observation to gather evidence for Domain 3 and 4 and determine next steps.
Written Feedback	Provide objective, actionable, and timely feedback for all indicators rated less than applying within 10 days. within 10 days.	To reflect upon, engage in dialogue with observers and to take appropriate action