**Parma School District #137**

 **Observation and Evaluation Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Schedule** | **Tier 1 and Tier 4****Non-Continuing Contract or Probationary Teacher Activities** | **Tier 2****Continuing Contract Teacher Activities: Formal Evaluation Years** | **Tier 2 and 3****Continuing Contract Teacher Activities: Self-Directed Professional Growth Years** |
| Throughout the year | Teacher collects evidence of student learning (artifacts) and professional activities, and administrator conducts informal and formal observations of professional practice. | Teacher collects evidence of student learning and professional activities, and administrator conducts informal observations of professional practice | Administrator conducts informal observations of professional practice |
| August | Administrator sends each teacher letter identifying evaluator.Administrator and teacher reviews evaluation schedule.Administrator informs probationary teachers of the procedures used in the evaluation system. | Administrator sends each teacher letter identifying evaluator.Administrator and teacher reviews evaluation schedule. | Teacher conducts self-assessmentAdministrator sends each teacher letter identifying evaluator.Administrator and teacher reviews evaluation schedule. |
| September | Administrator and teacher review artifacts list.Teacher conducts self-assessment | Administrator and teacher review artifacts list.Teacher conducts self-assessment | Teacher and administrator hold goal-setting conference to outline professional development plan. |
| October | Administrator conducts first informal observation. | Administrator conducts first informal observation. | Teachers form study groups; formulate growth plans. |
| November and December | Administrator holds pre-conference with teacherAdministrator conducts first formal observation.Administrator and teacher hold post conference for reflection about first formal observation. | Administrator holds pre-conference with teacherAdministrator conducts first formal observation.Administrator and teacher hold post conference for reflection about first formal observation | Study groups meet monthly; implement growth plans. |

|  |  |  |  |
| --- | --- | --- | --- |
| January and February | Administrator and teacher review artifacts list. Teacher conducts self-assessment. | Administrator and teacher review artifacts list. Teacher conducts self-assessment. |  |
| March and April | Administrator holds pre-conference with teacherAdministrator conducts second formal observation.Administrator and teacher hold post conference for reflection about second formal observationAdministrator completes Summative Evaluation; holds conference with teacher | Administrator holds pre-conference with teacherAdministrator conducts second formal observation.Administrator and teacher hold post conference for reflection about second formal observationAdministrator completes Summative Evaluation; holds conference with teacher |  |
| May and June |  | If appropriate, formulate growth goals for the following year. | Teachers (possibly in groups) and administrator hold reflection conference. If appropriate, formulate growth goals for the following year. |

* Tier 1 –Non Continuing Contract( Category 1, 2 and 3 contracts)
* Tier 2- Continuing Contract-( Standard Contract)
* Tier 3-Probationary