**Parma School District #137**

**Forms Used Within the Teacher Evaluation Process**

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| **Form** | **Purpose** | **Located** | **Timelines** | **Created By Whom** |
| **FORM A**:  Sample of Artifacts | To identify examples of activities which the teacher, evaluator and mentor will include in discussion and reflection. (The contents of this collection will be discussed throughout the year with evaluator). | Teacher’s file | Throughout the year | Teacher |
| **FORM B:**  Informal Observations | To provide teacher feedback on his/her teaching as it relates to the 4 domains of professional practice | Copy to teacher for teacher's file; original for evaluator’s working file and may be used in summative assessment. | One Informal Observation prior to the end of the 1st quarter and the Second Informal Observation prior to the end of the 3rd quarter. | Evaluator |
| **FORM C:**  Self- Assessments | Completed by teacher to guide in deciding which components to focus on during the year. To be discussed with evaluator during evaluation conference. | Teacher’s file | September and January | Teacher |
| **FORM D 1:**  Pre-conference (Planning) Formal Observation form | Completed by the teacher and reviewed with mentor prior to the pre-observation (planning) conference with the evaluator. | Teacher’s file | Completed prior to the scheduled pre-conference observation conference. | Teacher and reviewed with Evaluator. |
| **FORM D 2:**  Post-conference  (Reflecting)Formal Observation Form | Completed by the teacher and reviewed with evaluator post-observation conference | Teacher’s file | Completed after the scheduled formal observation and prior to the scheduled post-conference. | Teacher and reviewed with Evaluator. |
| **FORM E:**  Formal Observations | To enhance professional practice and improve student learning through ongoing dialogue and observation | Signed original to personnel file twice a year; copy to teacher file. | Completed during 1st semester and second formal observation during second semester prior to April 30th. | Evaluator |
| **FORM F:**  Teacher Lesson Reflection | To provide teacher opportunity to reflect on practice. ( To be discussed with evaluator during evaluation conference) | Teacher’s file | Within 10 days following Formal Observation | Teacher and reviewed by Evaluator |
| **FORM G**:  Summative Evaluation Form | To provide feedback to the teacher and to meet Idaho code. | Submitted to Personnel file at the end of each school year; copy to teacher’s file | Completed by April 30. | Evaluation signed by Teacher |
| **FORM H:**  Individual/Group Professional Development Plan | Define professional development plan either for the individual or outlined by collegial team. (group) | Personnel file; teacher’s file and evaluator’s working file | Submit signed plan to personnel file before the end of first 6 weeks of school | Teacher/Group reviewed by the Evaluator. |