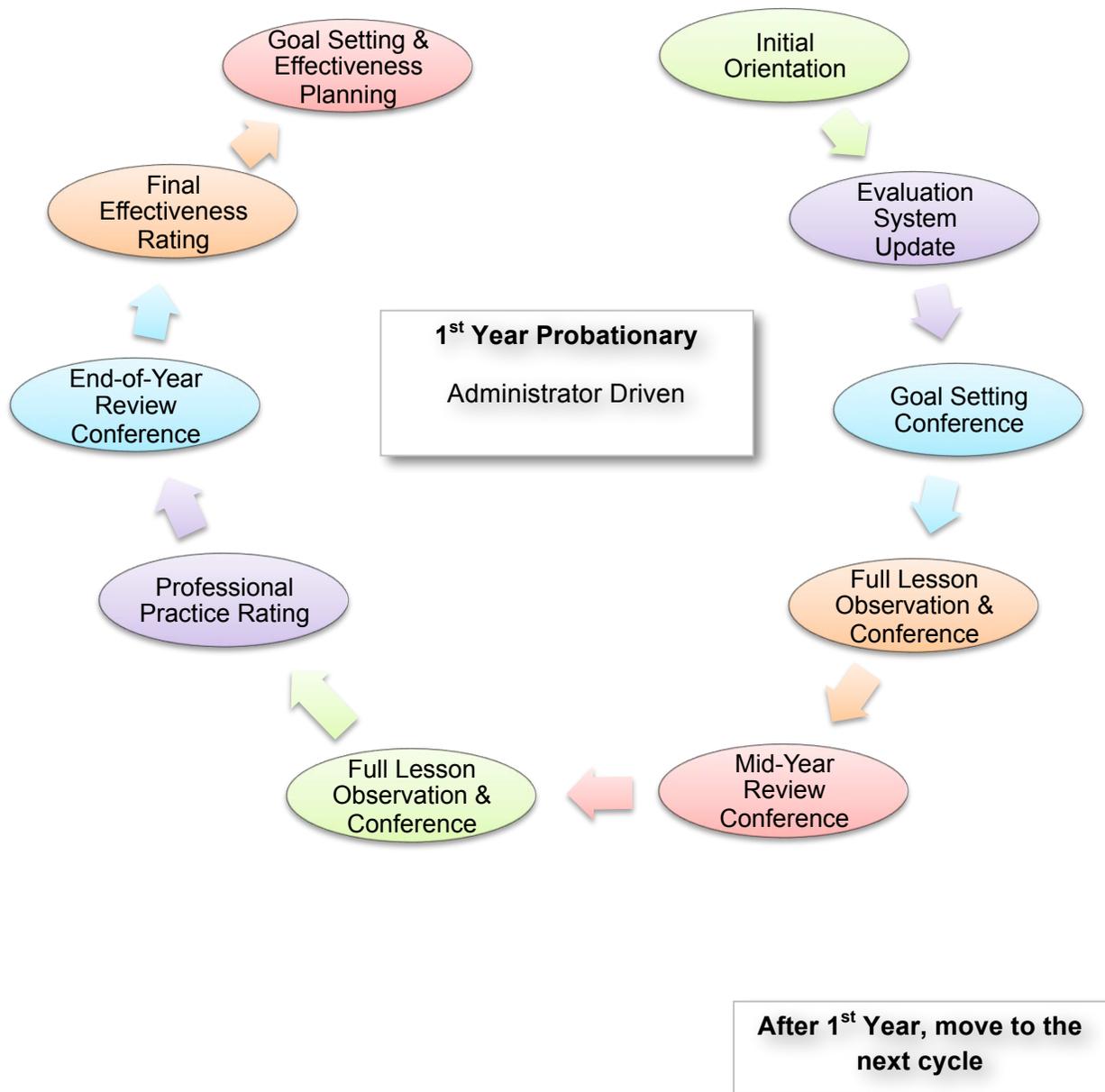


# Ute Pass BOCES - Evaluation Cycles

## 1<sup>st</sup> Year Probationary Teacher:



# 1<sup>st</sup> Year Probationary Teacher Evaluation Process:

## Initial Orientation

- District Training orienting new staff members to the UPB Teacher Evaluation System
- Within the first few weeks of the school year

## Evaluation System Update

- Annual review of evaluation process and expectations for all staff
- Forum for staff to review the system & learn of any changes made from the previous year
- Within the first few weeks of the school year

## Goal Setting Conference

- Individual conference between evaluator and evaluatee to outline goals and expectations
- Set a minimum of 1 Professional Practice and 1 Growth goal in collaboration with evaluator
- By the end of September

## Observation & Conference

- Full lesson observation with written notes and a formal pre/post-conference
- Within the first semester of the school year

## Mid-Year Review Conference

- Formal mid-year review of progress towards district standards
- Mid-year self-reflection towards goals
- Prior to the end of the 1st semester
- Share Self-Assessment

## Observation & Conference

- Full lesson observation with written notes and a formal pre/post-conference
- Prior to April 15

## Professional Practice Rating

- Evaluatee to self-assess using the district professional practice rubric
- Evaluator reviews performance throughout the year and records ratings on the rubric as such information is collected
- Self-Assessment & Evaluator Assessment of Professional Practice shared by December 15

## End-of-Year Review Conference

- Evaluator and evaluatee meet to discuss performance ratings, self-assessment ratings, perception data, artifacts, and any additional evidence needed to support ratings
- Prior to May 15th
- SGO data may be added after the end-of-year review if unavailable at this time

## Final Effectiveness Ratings

- Determine final ratings
- Final self-reflection toward goals
- Two week period following the end-of-year review conference

## Goal Setting & Effectiveness Planning

- Using the documents from the end-of-year review, evaluator and evaluatee discuss potential goals for the following year
- Prior to the start of the next evaluation cycle

# Probationary Teacher:



**After 2 consecutive years of Effective+ ratings, move to the next cycle**

## Probationary Teacher Evaluation Process:

### Evaluation System Update

- Annual review of evaluation process and expectations for all staff
- Forum for staff to review the system and learn of any changes made from the previous year
- Within the first few weeks of the school year

### Goal Setting Planning

- Review student achievement and growth data; Identify strengths and areas of concern
- Self-assess professional practices utilizing the rubric; Share in the Fall
- Draft Professional Goal and Student Growth Objective ; Minimum requirement of one Professional Goal for all staff and one Growth Goal for teachers and two Growth Goals for Special Service Providers
- Goals due by the end of September

### Goal Setting Conference

- Evaluator and evaluatee meet to review, adjust, and finalize the teacher's annual goals
- Consider the unique context for that year with respect to school's culture, student body, community issues, and changes in building initiatives
- Prior to the end of the 1st quarter

### Observation & Conference

- Formal observation (>45 minutes) with written notes and a formal post-conference
- Prior to the end of 1st Semester

### Mid-Year Review Conference

- Formal mid-year review of progress towards district standards
- Mid-year self-reflection towards goals
- Prior to the beginning of the 2nd semester

### Observation & Conference

- Formal observation (>45 minutes) with written notes and a formal post-conference
- Prior to April 15th

### Professional Practice Rating

- Evaluatee to self-assess using the district professional practice rubric
- Evaluator reviews performance throughout the year and records ratings on the rubric as such information is collected
- Self-Assessment & Evaluator Assessment of Professional Practice shared by December 15

### End-of-Year Review Conference

- Evaluator and evaluatee meet to discuss performance ratings, self-assessment ratings, perception data, artifacts, and any additional evidence needed to support ratings
- Prior to two weeks before the last day of school
- SGO data may be added after the end-of-year review if unavailable at this time

### Final Effectiveness Ratings

- Determine final ratings
- Final self-reflection towards goals
- Two week period following the end-of-year review conference

### Goal Setting & Effectiveness Planning

- Using the documents from the end-of-year review, evaluator and evaluatee discuss potential goals for the following year
- Prior to the start of the next evaluation cycle

# Non-Probationary Teacher:



**If 2 consecutive years of ratings below Effective, move back to Probationary Cycle**

## Non-Probationary Teacher Evaluation Process:

### Evaluation System Update

- Annual review of evaluation process and expectations for all staff
- Forum for staff to review the system and learn of any changes made from the previous year

### Goal Setting Planning

- Review of student achievement and growth data; Identify strengths and areas of concern
- Self-assess professional practices utilizing the rubric; Optional to share in the Fall
- Draft Professional Goal and Student Growth Objective; Minimum requirement of one Professional Goal for all staff and one Growth Goal for teachers and two Growth Goals for Special Service Providers
- Goals due by the end of September

### Goal Setting Conference

- Evaluator and evaluatee meet to review, adjust, and finalize the teacher's annual goals
- Consider the unique context for that year with respect to school's culture, student body, community issues, and changes in building initiatives
- Prior to the end of the 1st quarter

### Observation with Feedback

- Observations totaling 60 minutes throughout the school year, with at least one observation of 20+ minutes
- Written feedback provided to evaluatee for observations counted towards the 60 minutes

### Mid-Year Self-Reflection

- Written mid-year self-reflection of progress towards goals
- Prior to the start of 2nd semester

### Professional Practice Rating

- Evaluatee to self-assess using the district professional practice rubric
- Evaluator reviews performance throughout the year and records ratings on the rubric as such information is collected
- Self-Assessment & Evaluator Assessment of Professional Practice shared by May 1st

### End-of-Year Review Conference

- Evaluator and evaluatee meet to discuss performance ratings, self-assessment ratings, perception data, artifacts, and any evidence additional needed to support ratings
- Prior to two weeks before the last day of school
- SGO data may be added after the end-of-year review if unavailable at this time

### Final Effectiveness Ratings

- Determine final ratings
- Final self-reflection towards goals
- Two week period following the end-of-year review conference

### Goal Setting & Effectiveness Planning

- Using the documents from the end-of-year review, evaluator and evaluatee discuss potential goals for the following year
- Prior to the start of the next evaluation cycle