

3012d APPR Process Chart (Formerly Appendix C)

Observation Timelines:

- First observation, either announced or unannounced, will be conducted prior to January or within the first 30 school days if hired after December 1 (Probationary); prior to February (Tenured); unless specified in a TIP
- All observations will be completed prior to June 1; unless specified in a TIP.

What	Timing	Process
Announced (SED noted Formal) Observations <u>*Will be conducted by the Independent Evaluator in the absence of a Hardship Waiver</u>	<ul style="list-style-type: none"> • Five school days' notice will be given for the first formal observation. • All observation(s) will be conducted prior to June • Observation Pre-Conference Form (Appendix F) is completed and submitted 3 school days prior to pre-conference 	<ul style="list-style-type: none"> • Set date for observation and pre and post conference (scheduled in advance) • Observation Pre-Conference Form (Appendix F) is completed by the teacher and submitted 3 school days prior to the pre-conference • Observation Pre-conference form (Appendix F) and Lesson Plan (Appendix E1 or E2) submitted at pre-conference
Pre-Conference	<ul style="list-style-type: none"> • Prior to the observation 	<ul style="list-style-type: none"> • Observation Pre-conference form (Appendix F) and lesson plan (Appendix E1 or E2) submitted by the teacher. • Pre-conference conducted • Review role responsibilities • At the option of either unit member and/or the administrator, the mentor assigned to the unit member may be invited to attend
Observation	<ul style="list-style-type: none"> • Date established 	<ul style="list-style-type: none"> • Observation conducted for <u>30 minutes minimum for one lesson</u> or therapy unit being observed • Observations may include videotaping of the lesson the evaluator observes
Post-Conference	<ul style="list-style-type: none"> • Conference held no later than 6 school days after the observation 	<ul style="list-style-type: none"> • Observation Post-conference conducted • Observation Post-conference form (Appendix H) submitted by the teacher • Additional evidence related to the lesson may be submitted at this time • Utilizing the rubric, observer and teacher will meet to discuss the lesson. Upon the request of the teacher, a representative of SABEA may be present. However, the meeting must still be held to comply with the required timelines.
Summary of Observation	<ul style="list-style-type: none"> • Completed no later than 10 school days after post observation conference 	<ul style="list-style-type: none"> • Evaluator completes the Summary of Observation Form (Appendix I-J) • The Summary of Observation Form (Appendix I-J) will be signed by teacher and evaluator

What	Timing	Process
Unannounced (SED noted Informal) Observations **Will be conducted by the Lead Evaluator	<ul style="list-style-type: none"> See <u>Observation Timelines</u> above. 	<ul style="list-style-type: none"> Two (2) unannounced observations for probationary staff. One (1) unannounced observation for tenured staff.
Observation	<ul style="list-style-type: none"> Unannounced 	<ul style="list-style-type: none"> Observation conducted for <u>30 minutes minimum for one lesson</u> or therapy unit being observed Observations may include videotaping of the lesson the evaluator observes
Post-Conference	<ul style="list-style-type: none"> Conference held no later than 6 school days after the observation 	<ul style="list-style-type: none"> Post-conference conducted Post-conference Observation Form (Appendix H) submitted by the teacher Lesson plan (Appendix E1 or E2) submitted by the teacher Additional evidence related to the lesson may be submitted at this time Utilizing the rubric, observer and teacher will meet to discuss the lesson. Upon the request of the teacher, a representative of SABEA may be present. However, the meeting must still be held to comply with the required timelines.
Summary of Observation	<ul style="list-style-type: none"> Completed no later than 10 school days after the post-observation conference 	<ul style="list-style-type: none"> Evaluator completes the Summary of Observation Form (Appendix I-J) The Summary of Observation Form (Appendix I-J) will be signed by teacher and evaluator

What	Timing	Process
Walk-through or other informal observations	<ul style="list-style-type: none"> Throughout the school year 	<ul style="list-style-type: none"> To further gather evidence of teaching practice utilizing the Rubric Evidence included in Summary of Observation Form (Appendix I-J)

What	Timing	Process
Teacher Improvement Plan (TIP)	<ul style="list-style-type: none"> Plan developed and implemented by Oct 1 One review every 10 weeks 	<ul style="list-style-type: none"> Plan includes <ul style="list-style-type: none"> areas in need of improvement timeline for achieving improvement manner in which improvement will be assessed differentiated activities, support and resources to be provided Teacher Improvement Plan (Appendix L) will be signed by teacher and evaluator

What	Timing	Process
Year End Review	<ul style="list-style-type: none"> • Prior to the last day of the school calendar 	<ul style="list-style-type: none"> • Discussion regarding <u>student performance</u> measures related to teacher's rating (Appendix K) if scores available • Review of summative rubric rating (Appendix I-J) • Goal Setting (Appendix O)

What	Timing	Process
Final Review (Overall Composite Rating)	<ul style="list-style-type: none"> • After receipt of all scores/ratings 	<ul style="list-style-type: none"> • Discussion regarding Overall Composite Rating (Appendix K)