

Educator Development and Support (EDS) 2016-17: to encourage a career long growth model.

Negotiated Dates that the Administrator MUST adhere to

STEPS in the Process	Contract Deadline	Calendar Dates (every year)
Notification to teacher that they are being evaluated	Norm day or the last day of the fifth week of school	September 16
Employees assigned to new school site after the 8 th week of school	Cannot be evaluated that year (unless probationary or received below standard)	October 7
Initial Planning Conference	Must take place within first 8 weeks of school	By October 7
Formal Observation/ Conference (only 1 is mandatory)	Must be completed by the 6 th week of the second semester	By February 17
Evaluation Post-conference	10 days after the observation	Written summary must be within 4 days of conference
Final Evaluation	30 calendar days prior to the last day for teachers	May 9

Employees will be evaluated using only **7 performance focus elements** of the TLF (Teaching and Learning Framework), rather than 15.

- **3 Elements** will be designated by the **District** each year.
- **3 Elements** will be selected by the **employee**.
- **1 Element** will be **cooperatively** selected by the employee and the evaluator(“Appeal” process to next Administrative level: Article X 4.2)

Initial Planning Sheet (IPS): Should be consistent with individual objectives and should be directly related to observations, assistance and guidance and the final evaluation.

1 Formal Observation during their evaluation year (down from 2 mandatory evaluations last year) and a “Growth Plan Visit” (informal visit) which must be completed by March 17.

Teachers are encouraged to document the observation time and duration. Also to make record of the classroom appearance, student activity and student work. In subsequent administrator visits, keep the same type of documentation, paying attention to any items included in the assistance and guidance portion of the observation summary. Artifacts can include sample student work, lesson plans, unit plans, sample assessments, department meeting agendas, parent call logs, or any other type of documentation that provides evidence of a teacher’s practice for a given element in the Teaching and Learning Framework.

Written reflections are *optional and voluntary!*

Multiple measures are used to determine a final performance evaluation, with observation ratings being only one part of the final evaluation.

Evaluations are not subject to the grievance procedures of Article V, except when the final overall evaluation is “Below Standard.” (or there is significant disparity between the rating and negative comment on the form.) Article X and the 2016 Re-opener Agreement still fully apply

