

# Article 6--Evaluation Cycle

## Figure C

### PRIOR YEAR FINAL EVALUATION = "UNSATISFACTORY" Placed in Peer Assistance and Review (PAR)

#### By the 13th Day of Instruction:

Site administrator distributes and discusses the following with the unit member:

- ◆ Reviews previous Action Plan, if applicable
- ◆ Develops New Action Plan based on previous year's evaluation
- ◆ Process and Timelines
- ◆ Link the Participating Teacher (PT) with resources, training and materials needed to develop and improve instruction

#### By the 35th Day of Instruction:

PT meets with Consulting Teacher (CT) whose role is defined in Article 6A.3

Site administrator will make an initial observation.

- ◆ 2 days notice required
- ◆ Observation must be for at least 30 minutes

Site administrator, CT and unit member will meet for post observation conference within 5 working days of the observation.

- ◆ During each post observation conference the unit member will receive copies of observation forms

Site administrator, CT and unit member will meet to modify, prioritize and finalize objectives of Action Plan

#### By the 100th Day of Instruction:

Site administrator will make two or more observations.

- ◆ 2 days notice required
- ◆ Observation must be for at least 30 minutes

Site administrator, CT and unit member will meet for post observation conference within 5 working days of the observation

- ◆ During each post observation conference, the unit member will receive copies of observation forms
- ◆ Unit members are informed, in writing, of progress towards meeting the objectives of the Action Plan and if there are areas needing improvement

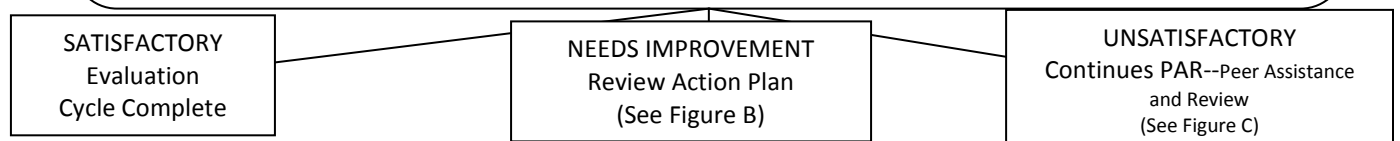
Regular observations and support will occur as site administrator and unit member continue to consult

#### By the 155th Day of Instruction:

Site administrator makes one or more additional observations (following the procedures outlined above)

Site administrator completes formal evaluation report based on the Action Plan and holds final evaluation conference

Unit member receives copy of final evaluation



This process outlined above is not intended for probationary, temporary, or other non-permanent unit members.