

# TEACHER ASSESSMENT/EVALUATION PROCESS

*To Support and Enhance Teaching & Learning*

## PROBATIONARY TEACHERS

### Expectation:

- **Minimum (3) three Assessment Observations each year.**
- **Teacher and evaluator should meet following each observation**
- **Copies of all observations should be signed and forwarded in same year to HR**
- **Final summative evaluation must be signed and sent in same year to HR**

- 1. Have teacher fill out left side of “Instructional Plan and Reflection Profile” form prior to your observation.**  
This form will help determine Domain 1 & 4 indicators and assist in discussion points for a pre-observation conference.
- 2. Make your observation.**  
Refer to “Scoring Rubric” while you are observing.  
Have teacher complete reflection side of “Instruction and Reflection Profile” form to prepare for post-observation conference.
- 3. Complete “Formative Assessment” form.**  
Performance levels must be assigned based on “Scoring Rubric.”  
Conference with the teacher to share outcomes.  
Have teacher sign form and keep the teacher copy.
- 4. If performance level is U or B in a year when P is expected, then an improvement plan should be developed.**  
Record components needing growth and share them with teacher.  
Send teacher to mentor and/or Q-Comp coach for assistance with growth areas.  
Provide your personal assistance to teacher’s growth.  
Note: Previously experienced (3+ years) teachers are expected to obtain Ps in first year.
- 5. Review the teacher’s assessment materials prior to the final evaluation.**  
Assure all categories include goals, evidence, and professional reflection.
- 6. Complete additional observations and final evaluation. Send copies to HR each year.**  
Conference with teacher on evaluation performance levels.  
Have teacher sign and keep the teacher copy.