(**Special note pertaining to classroom teachers:** This evaluation calendar, the SBE policy, and the rubric are available at www2.wcpss.net. Evaluation training for teachers new to WCPSS will be conducted during the intake procedures for new teachers.)

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| **I. FULL-TME, NON-TENURED TEACHERS** |
| **IA. Non-BT Probationary teachers, VIF teachers, and Lateral Entry teachers** |
| What must be done | Where | When | Special Notes |
| 1. Self-Assessment presented by teacher
 | Go to school | Before 1st formal observation  | 1. The 1st formal observation should be conducted by an administrator and a pre-conference is required
2. Pre-conferences are not required for the 2nd, 3rd, and 4th formal observations which may be unannounced
3. All formal observations (administrator and peer) require a post-conference within 10 school days of the classroom visit
4. All formal observations (administrator and peer) should last at least 45 minutes
5. Who is eligible for tenure consideration?

**Category #1 –** *Teacher at the end of 4th consecutive year in WCPSS who has completed all BT requirements and was issued a continuing license***Category #2 –** *Teacher at the end of 4th consecutive year in WCPSS who entered WCPSS with a clear license***Category #3 –** *Teacher at the end of 1st year in WCPSS with previous tenure in WCPSS or another NC public school system at any previous time* |
| 1. Professional Development Plan submitted by teacher
 | Go to school | Before 1st formal observation |
| 1. 4 formal Observations (1 by peer) (using new rubric)
 | Go to school | Quarterly |
| 1. Summary Evaluation Conference and Rubric Evaluation completed
 | Go to school | 4/18/2011 |
| 1. Teacher Summary Rating Form completed
 | Go to HR | 4/18/2011 |
| 1. Record of Teacher Evaluation Activities (Probationary) completed
 | Go to HR | 4/18/2011 |
| 1. Any recommendations in favor of tenure for tenure eligible teachers on a separate memo from the principal
 | Go to HR | 4/18/2011 |
| ***Note:*** *For the purpose of tenure eligibility, a year consists of 120 days of work as a full-time teacher with a clear license.*  |
| ***Note:*** *In order to be eligible for tenure consideration, a non-BT probationary teacher must earn at least a “proficient rating” on all 5 standards on the “Teacher Summary Rating Form” completed during the teacher’s tenure year.* |
| **IB. BT1’s, BT2’s, and BT3’s** |
| What must be done | Where | When | Special Notes |
| 1. Self-Assessment presented by teacher
 | Go to school | Before 1st formal observation  | 1. The 1st formal observation should be conducted by an administrator and a pre-conference is required
2. Pre-conferences are not required for the 2nd, 3rd, and 4th formal observations which may be unannounced
3. All formal observations (administrator and peer) require a post-conference within 10 school days of the classroom visit
4. All formal observations (administrator and peer) should last at least 45 minutes
5. Other mentor-related requirements, such as a mentor timeline, will be communicated to the schools through the HR BTSP team
6. In order to be eligible for the “Standard Professional 2 License,” a BT3 must earn at least a “proficient rating” on all 5 standards on the “Teacher Summary Rating Form” at the end of the BT3 year
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| 1. Professional Development Plan submitted by teacher
 | Go to school | Before 1st formal observation |
| 1. 4 formal Observations (1 by peer) (using new rubric)
 | Go to school | Quarterly |
| 1. Summary Evaluation Conference and Rubric Evaluation completed
 | Go to school | 4/18/2011 |
| 1. Teacher Summary Rating Form completed
 | Go to HR | 4/18/2011 |
| 1. Record of Teacher Evaluation Activities (Probationary) completed
 | Go to HR | Quarterly |
| **II. TENURED TEACHERS** |
| **IIA. Tenured teachers not in license expiration year (Tenured teachers on non-summative cycle)** |
| What must be done | Where | When | Special Notes |
| 1. Self-Assessment presented by teacher
 | Go to school | By end of 1st month of school year | 1. Teacher is on non-summative evaluation cycle
2. A teacher may be moved to the summative evaluation cycle at any time through written notice based on performance concerns
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| 1. Professional Development Plan submitted by teacher
 | Go to school | By end of 1st month of school year |
| 1. Record of Teacher Evaluation Activities (Career) completed
 | Go to HR | 6/15/2011 |
| **IIB. Tenured teachers in license expiration year (Tenured teachers on summative cycle)** |
| What must be done | Where | When | Special Notes |
| 1. Self-Assessment presented by teacher
 | Go to school | By end of 1st month of school year | 1. Teacher is on summative evaluation cycle
2. The formal observation should last at least 45 minutes and must be accompanied by a pre-conference
3. The informal observations should last at least 20 minutes and do not require a pre-conference
4. Post-conferences for informal observations should be conducted in a timely manner
5. The formal observation requires a post-conference within 10 school days of the classroom visit
6. If a tenured teacher is moved to the summative cycle during the school year, any observations conducted prior to the move may be counted towards the required observations with the understanding that the 1st observation once the teacher is on the summative cycle must be a formal observation and include a pre-conference
 |
| 1. Professional Development Plan submitted by teacher
 | Go to school | By end of 1st month of school year |
| 1. 1 formal Observation (using new rubric)
 | Go to school | To be completed prior to informal observations |
| 1. 2 informal Observations (using new rubric)
 | Go to school | 1 per semester |
| 1. Summary Evaluation Conference and Rubric Evaluation completed
 | Go to school | 6/15/2011 |
| 1. Teacher Summary Rating Form completed
 | Go to HR | 6/15/2011 |
| 1. Record of Teacher Evaluation Activities (Career) completed
 | Go to HR | 6/15/2011 |
| **III. PART-TIME AND RE-HIRED RETIRED TEACHERS** |
| What must be done | Where | When | Special Notes |
| 1. 2 informal Observations (using new rubric)
 | Go to HR | To be completed 1 per semester and submitted to HR by 6/15/2011 | 1) The informal observations should last at least 20 minutes and do not require a pre- conference2) Post-conferences for informal observations  should be conducted in a timely manner |
| **IV. OTHER EMPLOYEES (PRINCIPALS, ASSISTANT PRINCIPALS, TEACHER ASSISTANTS, MEDIA SPECIALISTS, COUNSELORS, SOCIAL WORKERS, ETC.)** |
| What must be done | Where | When | Special Notes |
| Appropriate evaluation form completed (Note that this calendar is not designed to specify all of the evaluation requirements for these position types) | Go to HR | 6/15/2011 | 1. For individuals in certified positions who are eligible for tenure, evaluation is due in HR on 4/18/2011
2. For administrators in contract renewal year, evaluation is due in HR on 4/1/2011
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| **Notes:****1) A teacher shall bring a completed Self-Assessment, a draft Professional Development Plan, and the lesson plan** **for the class to the pre-conference to be held prior to the 1st formal observation.** **2) All evaluation forms are located on the intranet in the “HR forms section.”**1. **This document describes the standard procedures for evaluating school-based staff members without performance issues. If performance issues arise, the principal should promptly contact the Employee Relations Office for guidance.**
2. **This evaluation calendar is strictly for guidance and creates no additional rights for the employee.**
3. **With all position types, the administration is free to supplement these minimum requirements with measures such as additional informal observations, formal observations, and drop-in observations.**
4. **Teachers are expected to provide any data or information relative to their performance to the administration in a timely way throughout the school year at post-observation conferences.**
5. **While this calendar establishes the minimum requirements for submitting documents to HR, if the teacher (tenured or probationary) is not rated “proficient” on all 5 standards, the principal should, at a minimum, submit the Professional Development Plan, Observations, and the Evaluation Rubric along with the Teacher Summary Rating Form and the Record of Teacher Evaluation Activities to HR.**

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