

# 2018-2019 Teacher Evaluation Process Checklist

Teacher: \_\_\_\_\_

Evaluator: \_\_\_\_\_

## 1. Schoolwide Evaluation Meeting

- Review Teacher Evaluation Rubric
- Review Student Growth Procedures
- Review Approved Assessments
- Review Process for Adding a New Assessment

## 2. Pre-Conference

- Discuss any questions related to Teacher Evaluation Rubric
- Set or review date for formal observation
- Discuss and select two assessments for student growth
- Discuss and select dates for **pre-assessments**, midpoint checks, and post-assessments

## 3. Formal Observation

- Submit lesson plan at least 24 hours prior to formal observation
- Prepare for Post-Observation Conference

## 4. Conduct Midpoint Checks (Flexible placement in process)

- Conduct midpoint check
- Record scores on data form
- Consider adjustments to targets
- Prepare for Midpoint Check Meeting (May be post-observation conference or a separate meeting, depending on midpoint check administration date)

## 5. Post-Observation Conference

- Discuss lesson
- If applicable, discuss midpoint check data

## 6. Midpoint Check Conference

- Set date for conference, if not discussed at post-observation conference
- Share midpoint check scores
- Share recommended adjustments

## 7. Informal Observation(s)

- Submit lesson plan for observed lesson
- Reflect/prepare for post-observation conference

## 8. Post-Observation Conference(s) for Informal Evaluation(s)

- Discuss observed lesson
- Discuss evidence still needed to complete Teacher Performance Rubric

## 9. Conduct Post-Assessments

- Give tests
- Score

## 10. Final Growth Target Meeting

- Complete Growth Target Model Chart
- Determine which students met or exceeded targets
- Calculate final student growth score

## 11. Summative Evaluation Conference

- Review final Teacher Performance Rubric and scores
- Review calculation of Growth Target score and Teacher Performance Rubric Scores
- Discuss final comments
- Signatures