

District 6 Teacher/SSP Evaluation Implementation Guide

Month	Evaluation Cycle Activity	Site-Based Professional Development	Implementation Dates (Complete this column with actual dates/training(s))	Principal Responsibility	Teacher Responsibility
August	Preparation Annual	Participant agrees to adhere to all timelines for evaluation activities. Annual evaluation system orientation and initial training Schedule events	Continuing Teachers: New Teachers:	Determine evaluator for each teacher and verify each rubric Schedule all teachers/SSPs in <i>RANDA</i> Annual orientation by Sept. 15	Participate in orientation training and other professional development/training throughout the year
September	Orientation by Sep. 15 Self-assessments Sept/Oct	Review of the rubrics Introduction to self-assessment and <i>RANDA</i> Note: New and continuing staff may need differentiated training	Continuing Teachers: New Teachers:	Begin observations (For probationary teachers: Complete two observations with one by November 1 (For all other teachers: Complete one by April 15) Begin documentation in <i>RANDA</i>	Begin self--assessment (before beginning, ensure the proper rubric in <i>RANDA</i>) Begin Professional Growth Plan in <i>RANDA</i>
October	Evaluator feedback and	Create Professional Growth Plan in <i>RANDA</i>		Continue observations with feedback Pre-complete goal plan Schedule and meet with all individual teachers/SSPs regarding professional growth plan and goals by October 15.	Complete self-assessment and Professional Growth Plan by October 15. Meet with evaluator
November	collection of evidence	Collecting Artifacts and Evidence	Note: Evidence and artifacts should only support goals and/or areas of growth	Continue observations with feedback (complete one observation of probationary educators by November 1)	Begin collecting and tagging artifacts and evidence in <i>RANDA</i>
December	Mid-Year Review	Getting Ready for Mid-Year Review Conference Note: New and continuing staff	Continuing Teachers: New Teachers:	Continue observations with feedback	Prepare for Mid--Year Review and participate in conference by January 31

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	Dec/Jan	<i>may need differentiated training</i>		Conduct Mid--Year Reviews and Ratings for all teachers/SSPs by January 31.	Continue collecting artifacts and evidence in <i>RANDA</i>
January	Mid-Year Review Dec/Jan		Continuing Teachers: New Teachers:	Continue observations with feedback Conduct Mid--Year Review and Ratings for all teachers by January 31	Continue collecting artifacts and evidence in <i>RANDA</i>
February	End of Year review Feb/Mar	Preparing for Final professional practice ratings (probationary)		Continue observations with feedback	Continue collecting artifacts and evidence in <i>RANDA</i>
March				Complete Final professional practice ratings for <i>probationary</i> teachers by March 1	Finish collecting and tagging artifacts and evidence in <i>RANDA</i> Prepare for Summative Review to be completed by March 1
April	Final professional practice ratings	Preparing for Final professional practice ratings (non probationary)		Continue observations with feedback Complete final professional practice ratings for non probationary teachers by May 1 All Final professional practice ratings completed no later than May 1	Finish collecting and tagging artifacts and evidence in <i>RANDA</i> Prepare for Summative Review to be completed by May 1 for other teachers/SSPs
May	Final MSL and overall effectiveness ratings May			Schedule any optional ratings review meetings for teachers who request it	<i>(Optional)</i> If a teacher desires an additional opportunity to submit evidence and have a conversation with his/her evaluator regarding final ratings, he/she initiates a meeting request to be completed by the last teacher/SSP contract day