

*Annual kickoff*

Formal Evaluation Kickoff Meeting and Notification (Acknowledgement)



*Formal observation cycle - must be conducted a minimum of two times in the year*

Teacher complete goal setting and pre-observation lesson plan

Pre-observation conference - review lesson plan and goals, take observation notes on observation form, schedule observation

Conduct Observation - review principal notes, take observation notes on observation form

Principal work session - in private, principal reviews notes & completes observation form including ranking each component

Teacher work session - in private, teacher performs self-evaluation and goal/accomplishments-check

Post conference - review & discuss observation and self evaluations, review goals/accomplishments, and collaborate on action plan

*Annual wrap-up*

Principal Prepares Formal Summary Evaluation

Meet to review Final Formal Summary Evaluation and collect necessary signatures

Submit Formal Summary Evaluation to upline supervisor for review and HR processing

End