**Probationary Contract Evaluation Timelines**

**Teacher**: *Teacher*

**Purpose**: Probationary Contract Obligations

**September: First Observation (Formal, announced)**

* + Begin DRAFT Evaluation form

|  |  |  |
| --- | --- | --- |
| Pre-observation Meeting:  \_\_\_\_\_\_\_\_\_\_\_  (date) | Formal Observation:  \_\_\_\_\_\_\_\_\_\_\_  (date) | Post-observation Meeting:  \_\_\_\_\_\_\_\_\_\_\_  (date) |

**October: Second Observation (Formal, unannounced)**

* + Continue DRAFT Evaluation form

|  |  |
| --- | --- |
| Formal Observation:  \_\_\_\_\_\_\_\_\_\_\_  (date) | Post-observation Meeting:  \_\_\_\_\_\_\_\_\_\_\_  (date) |

* + TPGPs Reviewed
  + See Assessment Books (Formative and Summative)

**November: Third Observation (Formal, unannounced)**

* + Continue DRAFT Evaluation form

|  |  |
| --- | --- |
| Formal Observation:  \_\_\_\_\_\_\_\_\_\_\_  (date) | Post-observation Meeting:  \_\_\_\_\_\_\_\_\_\_\_  (date) |

**Jan. 15th: Mid-term Evaluation Report due**

* + Report completed and reviewed with Teacher
  + By January 31st, three copies of mid-term report are printed and signed by both Teacher and School Leader (Copies sent to Teacher, Associate Superintendent of HR, and filed in school personnel file)

**February: Fourth Observation (Formal, unannounced)**

|  |  |
| --- | --- |
| Formal Observation:  \_\_\_\_\_\_\_\_\_\_\_  (date) | Post-observation Meeting:  \_\_\_\_\_\_\_\_\_\_\_  (date) |

* + Continue to add evidence to Mid-term

|  |  |
| --- | --- |
| Formal Observation:  \_\_\_\_\_\_\_\_\_\_\_  (date) | Post-observation Meeting:  \_\_\_\_\_\_\_\_\_\_\_  (date) |

Evaluation form

**March: Fifth Observation (Formal, unannounced)**

* + Continue to add evidence to Mid-term

Evaluation form

**Sept. – March: Observations (Informal, unannounced)**

\_\_\_\_\_\_\_\_(date) \_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_ (date)

\_\_\_\_\_\_\_\_(date) \_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_ (date)

\_\_\_\_\_\_\_\_(date) \_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_ (date)

* + Post Observation Meeting may not be necessary for these informal observations.

**Before April 30: Final Meeting with Teacher & Final Report Submitted to HR**