

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)
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October: Second Observation (Formal, unannounced)

- Continue DRAFT Evaluation form
- TPGPs Reviewed
- See Assessment Books (Formative and Summative)

Formal Observation: _____ (date)	Post-observation Meeting: _____ (date)
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November: Third Observation (Formal, unannounced)

- Continue DRAFT Evaluation form

Formal Observation: _____ (date)	Post-observation Meeting: _____ (date)
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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)

- Continue to add evidence to Mid-term Evaluation form

Formal Observation: _____ (date)	Post-observation Meeting: _____ (date)
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March: Fifth Observation (Formal, unannounced)

- Continue to add evidence to Mid-term Evaluation form

Formal Observation: _____ (date)	Post-observation Meeting: _____ (date)
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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