

Conway School District Comprehensive Teacher Evaluation Timeline 2013-2014

Spring/Summer	Beginning of the Year	Fall	Mid-Year	Spring	End of Year
Clock Hours for Reading Marzano Book @ 5 hrs.	Complete eVAL Self-Assessment	1. Professional Development on Framework & Student Growth 2. Twice Monthly PD focused on Student Growth.	Professional Development continues with twice monthly focus on Student Growth	Teacher analyzes fall to winter growth data for spring meeting with Administrator. (April)	Administrator completes Summary Report (Final Teacher Evaluation) and shares with Teacher for signature or in a meeting format. (by May 15th)
2 Discussion Sessions @ 2 hrs	Teacher Sets Professional Goals (eVAL)	Student Growth Conference: Student Growth Goals and measures are agreed upon by Teacher and Administrator.	MID-YEAR MEETING - Teacher and Administrator meet to discuss progress on goals and student growth data. (late Feb/early Mar)	Teacher completes reflection on Goals for Spring Meeting with administrator.	
eVAL Training	Create Professional Growth Plan (eVAL)	OBSERVATION CYCLE #1	OBSERVATION CYCLE #2	Teacher completes a second self-assessment on eVAL prior to Spring Meeting with administrator.	
	Administrator meets with teachers to discuss the Marzano Teacher Evaluation Model and to explain the evaluation process, timeline, and forms on eVAL.	Teacher completes the Pre-Conference questions on eVAL and meets with administrator.	Teacher completes the Pre-Conference questions on eVAL and meets with administrator.	SPRING MEETING - Teacher and Administrator meet to review summary report, student growth, self-assessment, and goals.	
		Administrator observes the teacher and completes the Observation notes on eVAL. Teacher has access administrator's notes on eVAL.	Administrator observes the teacher and completes the Observation notes on eVAL. Teacher has access administrator's notes on eVAL.	Administrator completes summary report and shares areas that need additional evidence at MID-YEAR MEETING with Teacher.	
		Teacher completes the Post-Conference questions on eVAL and meets with administrator.	Teacher completes the Post-Conference questions on eVAL and meets with administrator.	INFORMAL OBSERVATIONS Administrator focuses informal observations on observables needing additional evidence and documents on eVAL.	
		Administrator completes the Observation Report on eVAL and gives it to Teacher for signature.	Administrator completes the Observation Report on eVAL and gives it to teacher for signature.		
		INFORMAL OBSERVATIONS Administrator conducts numerous informal observations and documents on eVAL.	INFORMAL OBSERVATIONS Administrator conducts numerous informal observations and documents on eVAL.		
		Teacher collects evidence for assigned Criteria and uploads to eVAL.	Teacher collects evidence for assigned Criteria and uploads to eVAL.		
		District Support Monthly half-day PLCs 2 Mondays/mo. PD focus on Student Growth Subbed time or Curriculum Rate time for Student Growth planning meeting	District Support Monthly half-day PLCs 2 Mondays/mo. PD focus on Student Growth Subbed time or Curriculum Rate time for Mid-Year meeting	District Support Monthly half-day PLCs 2 Mondays/mo. PD focus on Student Growth Subbed time or Curriculum Rate time for Spring meeting	

Updated
2/14/2014