

OTES EVALUATION TIMELINE

Updated September 2014

NOTIFICATION BY SEPTEMBER 15TH OR WITHIN 30 DAYS OF HIRE	<ul style="list-style-type: none"> • <i>NOTIFICATION OF ASSIGNED EVALUATOR</i>
FIRST TEACHER DAY	<ul style="list-style-type: none"> • <i>SLO PART ONE SUBMISSION VIA MY LEARNING PLAN</i>
FIRST STUDENT DAY- SEPTEMBER 15	<ul style="list-style-type: none"> • <i>PRE-ASSESSMENTS TO BE ADMINISTERED AFTER APPROVAL OF SLO PART ONE</i>
SEPTEMBER 15 2014-2015 (SEPTEMBER 30, 2014)	<ul style="list-style-type: none"> • <i>PART TWO OF SLO TEMPLATE TO BE SUBMITTED VIA MY LEARNING PLAN</i>
OCTOBER 1	<ul style="list-style-type: none"> • <i>SLO'S APPROVED AND ENTERED INTO ETPES</i> • <i>BEGIN WALKTHROUGHS</i>
OCTOBER 1-DECEMBER 15	<ul style="list-style-type: none"> • <i>ROUND 1: OBSERVATIONS</i>
JANUARY 2-APRIL 15	<ul style="list-style-type: none"> • <i>ROUND 2: OBSERVATIONS</i>
FEBRUARY 1-APRIL 15	<ul style="list-style-type: none"> • <i>ROUND 3: OBSERVATIONS (IF DEEMED NECESSARY BY THE EVALUATOR.)</i>
MARCH 1 - MARCH 31	<ul style="list-style-type: none"> • <i>POST-ASSESSMENTS TO BE ADMINISTERED</i>
MARCH 31	<ul style="list-style-type: none"> • <i>FINAL DATA COLLECTION FOR SGM</i>
APRIL 15	<ul style="list-style-type: none"> • <i>END WALKTHROUGHS</i> • <i>PART THREE OF SLO TEMPLATE TO BE SUBMITTED VIA MY LEARNING PLAN</i>
MAY 10	<ul style="list-style-type: none"> • <i>ALL EVALUATIONS COMPLETED</i>
MAY 1-MAY 10	<ul style="list-style-type: none"> • <i>ALL FINAL EVALUATION MEETINGS HELD</i>

OTES OBSERVATION TIMELINE

ROUND 1 OBSERVATION	OCTOBER 1-DECEMBER 15
ROUND 2 OBSERVATION	JANUARY 2 – APRIL 15
ROUND 3 OBSERVATION (IF NECESSARY)	MUST BE COMPLETED AT LEAST 15 STUDENT DAYS AFTER THE SECOND OBSERVATION AND BEFORE APRIL 15 TH .
<i>Teachers not performing at the desired level will be required to complete an Improvement Plan</i>	

NOTIFICATION OF OBSERVATION	<i>BOTH OBSERVATIONS SHALL BE PRECEDED BY AN ADVANCE NOTICE OF AT LEAST 48 HOURS, BUT NO MORE THAN 5 WORKDAYS.</i>
PRE-OBSERVATION FORM	<i>TO BE SUBMITTED TO THE EVALUATOR 24 HOURS PRIOR TO THE SCHEULED OBSERVATION TIME</i>
OBSERVATION	<i>MUST BE A MINIMUM OF 30 MINUTES IN LENGTH.</i>
REFLECTION AND EVIDENCE TOOL	<i>TO BE SUBMITTED TO EVALUATOR NO MORE 72 HOURS AFTER THE OBSERVATION.</i>
POST-OBSERVATION CONFERENCE	<i>TO BE HELD WITHIN 72 HOURS OF THE SUBMISSION OF THE REFLECTION AND EVIDENCE TOOL.</i>

WALKTHROUGH TIMELINE

WALKTHROUGHS MAY OCCUR UNANNOUNCED	<i>OCTOBER 1 – APRIL 15</i>	
NUMBER OF WALKTHROUGHS PER SCHOOL YEAR	<i>MINIMUM: 2</i>	<i>MAXIMUM: 6</i>
LENGTH OF WALKTHROUGHS (MINUTES)	<i>MINIMUM: 5 MIN.</i>	<i>MAXIMUM: 10 MIN.</i>
TEACHERS RECEIVE A COPY OF COMPLETED WALK THROUGH FORM	<i>WITHIN ONE CONTRACTED DAY OF WALKTHROUGH</i>	
TEACHER TO SIGN WALKTHROUGH FORM AND RETURN TO EVALUATOR	<i>WITHIN ONE CONTRACTED DAY OF RECEIVING WALKTHROUGH FORM FROM EVALUATOR</i>	