**Teacher Evaluation Flowchart 2009-2010**

Evaluation Orientation Meeting with evaluator (August)

YES

NO

Arrange 2 dates/times/subjects for formal observations with evaluator

Arrange 3 dates/times/subjects for formal observations with evaluator

Tenured?

Evaluator conducts summative meeting

Teacher receives overall rating – end of year

YES

NO

Set a goal for next school year (form)

Evaluated every other year

NO

NO

**Evaluator** sets goal for next school year (form)

Evaluated every year until Excellent

YES

YES

Overall Excellent?

Evaluator conducts summative meeting

Teacher receives overall rating – Feb.

Does evaluator request

another observation?

Post-observation meeting

* Within 7 days of observation

Formal observation

#2

Formal observation

#1

Pre-observation meeting with evaluator – discuss lesson

Fill out and submit Pre-Observation form a few days prior to observation

Does evaluator request

another observation?

Post-observation meeting

* Within 7 days of observation
* Written feedback/sign off

Formal observation

#1

Formal observation

#2

Formal observation

#3

Pre-observation meeting with evaluator – discuss lesson

Fill out and submit Pre-Observation form a few days prior to observation