**CERTIFICATED EVALUATION FOR ADMINISTRATORS**

Thursday, September 15 Human Resources

AGENDA and NOTES

1. Introductions
	1. Employment Status: Tenured, permanent, non-tenured, intern, probationary 0, probationary 1, probationary 2, categorical, temporary placeholder, temporary categorical, leave of absence, supplementary
	2. Everyone gets evaluated (it’s in the contract)

1. Human Resources Website: pvusd.net -🡪 Departments 🡪HR 🡪 Certificated Evaluation System -🡪 Evaluation of Non Tenured Staff (or Evaluation of Tenured Staff)

Process and timelines

All teachers, big or small, part-time or full-time, get evaluated.

Teaching Continuum

1. **Non-Tenured Teachers**

General Timelines, p. 2

Planning conference – teacher brings completed p.23 – NTP participants may use the NTP form, which contains equivalent information

Observation process (3 time): Pre-conference, Observation, Post-Conference

Teacher Lesson Plans to evaluator, p. 28 **or equivalent**

Pre-observation Conference, p. 30

Observation, p. 31 **or equivalent** , be sure to include admin comments at the end!!

 30 minutes, at least

Post-conference, p. 33

Mid-Year Evaluation – due February 3

 Recommendation pg. 35 (very important)

Board action if needed, March 8 board meeting

 Final evaluation due before May 2, p. 39

1. **Tenured Teachers** (also categorical w/ 2+ successful years of evaluations) – blue booklet

The “Choices” refer to p. 17 – **Only 2 peer observations**

Self assessment -🡪 Area of Investigation form, p. 20 (see exemplar on p. 19)

Refer to both general timelines p. 23 and multi-color timeline sheet

Common Pitfalls - missing the:

Portfolio group meeting

Meeting Portfolio Reflection, p. 30, timelines

Portfolio Admin observation, p. 32

Partner choice forms submitted to the evaluator for administrative comments

1. Self-Assessment –

Private process, although some schools give time in a staff meeting to give the self-assessment teachers time to start the process and ask questions. The Admin can ask for the teacher to submit the outlined continuum.

1. Pre-Assistance and PAR
2. Closure

Non-tenured

 Prob1, prob 2, categorical, temporary/placeholder

Evaluation Cycle

 Pre observation conference, observation, post observation

 3x