

TPEP TIMELINES AND PROCESS FOR EVALUATIONS

Revised 8/14/24

2024-25

OBSERVATION REQUIREMENTS:

- Total of 60 minutes
- 2 formal observations + 2 student growth goals pre- and post-interviews (aligned)
- 2 opportunities to meet with principal to provide data/evidence towards evaluation
- 1-2 Informal/drop-in observations- per Superintendent Vanderholm

GOAL SETTING:

- Complete self evaluation by **September 20th**, provide a copy to the Principal to determine school focus area.
- Principal will share school focus with staff by **September 27th**, based on the information from the self assessments.
- Observations may begin upon approval of goals.
- Goals are due to the building administrator no later than Friday, **October 11th**. This can be in collaboration with the entire building staff, a small group or individual goals.

PROVISIONAL / COMPREHENSIVE

- 2 observations by **November 15**
- 3rd Year Provisional must complete three observations of 90 minutes
- Provisional teachers, collecting data/evidence for all criteria by **April 18**

COMPREHENSIVE:

- 1st round and 2nd round observations are aligned with pre- and post-student growth goal interviews and one unit of study. All student growth goal data and criterion artifacts are due by **April 25th**. All observations, including student growth goal interviews are due by **April 18th**
- Evaluated on all 8 Washington State Criteria + student growth goal #6 (whole group) + student growth #3 (subgroup).

FOCUS:

- 1st round and 2nd round observations are aligned with pre- and post-student growth goal interviews and one unit of study. All student growth goal data and criterion artifacts are due by **April 25th**. All observations, including student growth goal interviews are due by **April 18th**
- The evaluated criteria will be determined by the building administrator. Teachers must select half of the elements (a minimum of 2) to be evaluated on. These should be based on areas of intended growth for you as a professional. All focused staff will provided evidence of growth goal #3 (subgroup)

EVALUATION DATES:

- Provisional Teachers:
 - **2 observations by November 15.**
 - Rough Draft to you by **April 28**
 - Final Draft to you by **May 15**
 - All provisional teachers have the opportunity to set up a meeting with their supervisor to add evidence or documentation prior to **May 2**.
- Non-Provisional Teachers:
 - Rough draft to you by **May 15**
 - Final Draft to you by **June 1**
 - All non-provisional teachers have the opportunity to set up a meeting with their supervisor to add evidence or documentation prior to **May 19**.