

School District of the City of Saginaw Teacher Evaluation Checklist

Employee Name

Building(s)

Current Grade(s)/Assignment(s)

2018-19

School Year

Hire Date & Probationary Year (1st, 2nd, etc.)

Evaluating Administrator

FIRST OBSERVATION:

- NOTES: ☆ Goals are due in the system and approved by **October 19, 2018.**
- ☆ First observation for a probationary or less than effective teacher must be conducted no later than **Friday, November 16, 2018.**
- ☆ Probationary teachers and teachers that received ineffective or minimally effective ratings on the last evaluation receive two (2) formal observations.
- ☆ First observation for a tenured teacher must **be conducted no later than April 29th, 2019.**
- ☆ Tenured teachers receive one (1) formal observation; two are recommended.
- ☆ Multiple observations are encouraged for all teachers especially struggling teachers.

Notify Teacher of Observation _____ ⇒ Conduct Pre-Observation Conference _____

Observe Teacher - Complete observation _____ ⇒ Conduct Post-Observation Conference _____

SECOND OBSERVATION and EVALUATION:

- NOTES: ☆ Second observation for a probationary teacher must be conducted no later than **April 19, 2019.**
- ☆ The evaluation must be shared with the teacher in a meeting held no later than **April 26, 2019.**
- ☆ For teachers employed after the beginning of the school year, the second observation shall be conducted not less than 90 calendar days prior to the anniversary date of employment

Notify Teacher of Observation _____ ⇒ Conduct Pre-Observation Conference _____

Observe Teacher - Complete Evaluation & Individualized Development Plan (IDP) _____ ⇒ Conduct Evaluation Conference _____

Complete Evaluation with IDP and submit Online **NO LATER than May 3, 2019**