

School District of the City of Saginaw Teacher Evaluation Checklist

Employee Name

Building(s)

Current Grade(s)/Assignment(s)

2016-17
School Year

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

Evaluating Administrator

FIRST OBSERVATION:

- NOTES: ☆ Goals are due in the system and approved by **October 21, 2016.**
- ☆ First observation for a probationary or less than effective teacher must be conducted no later than **Friday, November 18, 2016.**
- ☆ Probationary teachers and teachers that received ineffective or minimally effective ratings on the
- ☆ First observation for a tenured teacher must be **conducted no later than April 21st, 2017.**
- ☆ 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 21, 2017.**
- ☆ The evaluation must be shared with the teacher in a meeting held no later than April 28, **2017.**
- ☆ 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 5, 2017**

⇒ last evaluation receive two (2) formal observations.