EVALUATION PROCESS – NON- TENURE, effective upon PERA implementation or, if applicable by the parties agreement, with the PERA Pilot Program TRADITIONAL EVALUATION PROCESS EFFECTIVE UPON PERA IMPLEMENTATION - TENURE

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| Evaluator Assigned | Teacher Meeting All Years | First Formal Observation Year 1, 2, 3, 4 | Second Formal Observation Year 1, 2, 3, 4 | Third Observation (formal or informal) Year 1, 2, 3, 4 | Summative Evaluation Conference Year 1, 2 & 3 | Summative Evaluation Conference Year 4 | Submittal | End of Year Notice |
| Assign Evaluator Coordinate with other schools to determine evaluator for traveling teacher | Identify Supervisor Outline Procedures, Standards & Instrument Provide Job Description | Preconference (1-5 days prior to observation) Observation (minimum 30 45 minutes or entire class period) Post-conference (within 10 days of observation) Copy to Employee Notify HR of Individual Concerns | Preconference (1-5 days prior to observation) Observation (minimum 30-45 minutes or entire class period) Post-conference (within 10 days of observation) Copy to Employee Notify HR of Individual Concerns | If formal: Pre-conference (1-5 days prior to observation) Observation Observation The provided of the prov | Meet with teacher (within 10 days of post observation) Provide completed Summative Evaluation Indicate rehire/ release | Meet with teacher (within 10 days of post observation) Provide completed Summative Evaluation Indicate Tenure/release | Submit to HR Office Rehire or Release list | Report to Supt. Association Notification Board Action |
| Prior to first day of teacher attendance | By the end of the third week of the school year | End of First Trimester | Any time prior to summative evaluation conference | By the end of January | By the end of February | By the end of February | By the end of the first week in March | Completed 45 calendar days prior to the last day of the school year |
| Administrator HR | Administrator | Administrator HR | Administrator HR | Administrator HR | Administrator | Administrator | Administrator HR | HR |
| FORMS: • List of Non Tenure Teachers by School | StandardsTimelinesEvaluation Instruments | Evaluation Instruments | Evaluation Instruments | Evaluation Instruments | Summative Evaluation Form | Summative Evaluation Form | Summative Evaluation Form Rehire list Release list | List of Non-Renewal Recommendations Tenure Recom. Probationary Lists Personnel Action |

| Evaluator Assigned | Teacher Meeting | Formal Observation(s) | Second Formal Observation Required for Teachers Rated "U" or "NI" | Second Observation (formal or informal) OR- Third Observation (formal or informal) for Teachers Rated "U" or "NI" | Summative Evaluation | Tenured Teacher Professional Development Plan | Tenured Teacher Remediation |
|---|--|--|--|--|--|--|--|
| Evaluator Assigned Coordinate with other schools to determine evaluator for traveling teacher | Identify Supervisor Outline Procedure, Standards & Instrument Provide Job Description Discuss Professional Learning goals for professional cycle | Pre-conference (1-5 school days prior to observation) Observation (minimum 45 minutes or entire class period) Post-conference (within 10 school days of observation) Copy to Employee May have more than one formal observation Notify HR of Individual Concerns | Pre-conference (1-5 school days prior to observation) Observation (minimum 45 minutes or entire class period) Post-conference (within 10 school days of observation) Copy to Employee May have more than one formal observation Notify HR of Individual Concerns | Pre-conference (1-5 school days prior to observation) (At least 20 school days after previous formal observation) Observation Observation Observation Post-conference (within 10 school days of observation) Copy to Employee May have more than one formal observation Notify HR of Individual Concerns | Provide completed summative evaluation form Notify HR of Individual Concerns | Overall needs improvement rating Needs improvement performance issues as determined by the Administrator | Overall unsatisfactory rating Unsatisfactory performance issues as determined by the Administrator |
| Prior to first day of teacher attendance | By the end of the third week of the school year at least biannually | By last day of March | By last day of March | By last day of March | At least 60 calendar days prior to the end of the school year | 30-90 day plan | 90 day ISBE plan |
| Administrator HR | Administrator | Administrator HR | Administrator HR | Administrator HR | Administrator | Administrator Teacher HR | Administrator Teacher OPTA HR |
| Tenure List | Standards Timelines Evaluation Instruments | Evaluation Instruments | Evaluation Instruments | Evaluation Instruments | Summative Evaluation Form Teacher Response | Professional Development Plan Summative Evaluation Form Professional Standards for | Formal ISBE Improvement Plan Summative Evaluation Form Professional Standards for Teaching |

Teaching

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