

TEACHER APPRAISAL PROCEDURES **(Revised: July 2011)**

Teachers will be appraised annually either by the Professional Development Assessment System or by the local system approved for the Waiver of the Formal PDAS Observation. (See *PDAS Waiver Procedures for Teachers*).

An orientation explaining the appraisal procedures will be held prior to the teacher's first appraisal using the procedures. Each PDAS annual appraisal will include these components:

- At least one 45 minute observation with a written summary given to the teacher within 10 days
- Additional walkthroughs and observations
- Pre- and post- observation conferences
- Section I of the Teacher Self-Report completed and submitted to the appraiser within 3 weeks of the orientation
- Revisions to Section I, if needed, and Sections II and III of the Teacher Self Report completed and submitted to the appraiser at least 2 weeks prior to the summative conference
- Cumulative data of written documentation regarding job related teacher performance
- Written summative annual report
- Summative conference

The PDAS Waiver Procedures include these components:

- Application for the waiver within the first three weeks of the start of school is approved
- Teacher Self-Reports Sections I – III provided to the appraiser within the appropriate time frame during the current school year
- A minimum of three walkthroughs during the current school year
- Written summative annual report
- Summative conference

The appraiser will be the campus principal, associate or vice principal. Second appraisals may be conducted as necessary by any other certified appraiser as assigned by the Superintendent.

Pre- and post- conferences will be held between the teacher and the appropriate appraiser each time a formal observation is made. Pre-conference may be waived by teacher in writing.

A teacher requesting an observation by a second appraiser must make the request for a second appraisal within ten (10) days after receipt of a written observation summary, or a written summary annual appraisal report. This request for a second appraisal by a second appraiser must be made in writing to the teacher's supervisor.

Grievances concerning the evaluation process may be presented in accordance with policy DGBA. All statutory and State Board of Education requirements applicable to teacher appraisal and evaluation will be observed by the district.

TIMELINE FOR 2011-2012

- Appraisal Period: August 22, 2011 – June 2, 2012
- Teacher Self Report Section I due to appraiser by Friday, September 9, 2011.
- Teacher Self Report Sections II-III due at least two weeks prior to Summative Conference.
- Observations may be scheduled from September 12, 2011 – May 11, 2012.
- Observations **MAY NOT** be conducted on the following days:
 - September 2, 2011
 - October 26, 2011
 - November 10/18, 2011
 - December 16, 2011
 - January 13, 2012
 - February 17, 2012
 - March 9, 2012
 - April 5/26, 2012
- Observations will not occur at times when standardized and/or state testing is taking place.
- Summative Conferences may be scheduled prior to May 11, 2012.
- Notification of Proposed Nonrenewal: No later than May 18, 2012.