

Evaluation Schedule

Track 2: Experienced Teacher Formal Evaluation Years (4th Year and Beyond)

Below is a suggested evaluation schedule.

The District chooses:

the timeline to align with teacher needs and SDCL 13-42-34.	activities that allows it to be accountable and teachers to improve teaching.	communication procedures.	the components it will use to evaluate. Record those components here.	The District may use the linked forms or customize the linked forms to fit specific needs.
Timeline	Activity	Protocol	FfT Components	Recommended FfT Forms*
August	Administrator reviews procedures and components used in the evaluation system with teachers. Teachers conduct self-assessment.			District Evaluation Plan Self-assessment of practice
Throughout the year	Teacher collects evidence of student learning and professional activities.			Evidence for Domain 4 Teaching interview
Throughout the year	Administrator conducts informal observations of professional practice.	Walk-throughs Informal conferences Note to teacher		Informal classroom observations
November	Administrator conducts formal observation in compliance with SDCL 13-42-34.	Pre-conference Post-conference		Formal Classroom Observation Teacher Lesson Reflection Formal Observation Summary
January	Administrator conducts second formal observation if needed.	Pre-conference Post-conference		Same as November
March	Administrator and teacher conduct conference about artifacts.	Conference		Evidence for Domain 4 ; See Appendix B
March/April	Administrator completes annual evaluation; holds conference with teacher. Administrator recommends continued contract, continued with assistance plan or termination.	Conference		Sample Format Summative Evaluation for Professional Staff
May	Formulate growth goals for the following year.			

*Danielson, Charlotte. [The Handbook for Enhancing Professional Practice, Using the Framework for Teaching in Your School](#), ASCD product, 2008.