

ADOM Observation and Evaluation Process for Elementary and Secondary Schools

Goal & Purpose: To develop an evaluation process and system to be used by all ADOM schools that will improve teacher performance and the quality of learning through planning, organizing, and the implementation of evaluation.

Observations

A minimum of three observations per teacher is required for new teachers and two observations for veteran teachers. Additional observations may be conducted on an as needed basis. Please adhere to all expected timelines and deadlines for the observational periods. Observations must be conducted by a certified supervisor with clinical education (i.e. department chair, dean of faculty, assistant principal, and/or principal). Observations may be conducted via Google Form; however, a copy of all observations must be placed in the teacher file for three years. After an observation is conducted, a copy must be provided to the teacher. Principals are encouraged to conduct informal instructional walkthroughs, followed by a post conference as needed.

Evaluations

Summative evaluations are completed in Rediker Teacher Evaluator and are reviewed by the principal and other instructional observers. Evaluations are discussed with the teacher during a scheduled conference with the principal and appropriate signatures are acquired. Final evaluations should be uploaded to the AdminPlus E-Portfolio and a copy is given to the teacher and a copy is placed in the teacher's personnel file.

Timeline of Evaluations		
Evaluation/Observation	Expected Timeline	Conducted By
Observation #1 New and Current Teachers	August - September	Administrator/Dept. Chair
Observation #2 New Teachers	October - December	Administrator/Dept. Chair
Observation #3 New and Current Teachers	January - April	Administrator/Dept. Chair
<i>Other observations as needed</i>	<i>Ongoing</i>	<i>Administrator/Dept. Chair</i>
Summative Evaluation Form Review	March - April	Principal/Assistant Principal/Dept. Chair/Dean
Summative Evaluation Conference with Teacher (prior to contract/letter meeting)	March - April	Principal
Individualized Teacher Professional Development Plan (turn in with contract)	May	Teacher

***Post observation conferences are recommended for all new teachers. A copy of all documents must be placed in the teacher file for three years.*