

### ADOM Elementary School Teacher Evaluation Process

**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.

Timeline of Evaluations		
Evaluation/Observation	Expected Timeline	Conducted By
Observation #1	August - September	Administrator
Observation #2	October - December	Administrator
Observation #3	January - February	Administrator
<i>Observation #4 (as needed)</i>	<i>March - April</i>	<i>Administrator</i>
Summative Evaluation Committee to Review Summative Evaluation Form	March - April	Leadership Team
Summary Evaluation Conference with Teacher (prior to contract/letter meeting)	March - April	Principal
Individualized Teacher Professional Development Plan (turn in with contract)	May	Teacher

*\*\*Post-Walkthrough conferences are held as needed. A copy of all documents must be placed in the teacher file for three years.*

#### **Observations**

A minimum of three observations per teacher is required. 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 or hard copy; 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. Conferencing with the teacher is conducted on an as needed basis.