

TalentEd Steps for Teacher Evaluation Process

Chronology of Teacher Evaluation Process

1.	Professional Growth Plan (Teacher completes and submits, Principal sees when submitted)
2.	Teacher Portfolio Planning Form (Teacher completes and submits; Teacher must complete both #1 and #2 before #3 occurs, Principal sees when submitted)
3.	Teacher Evaluation Planning Meeting Scheduled to discuss forms in #1 and #2 (Principal schedules, Teacher confirms, and both see)
Teacher Portfolio Planning Meeting occurs after Step 3. There is not a step in TalentEd for the meeting. The Teacher MUST complete Step 1 and 2 BEFORE the meeting occurs.	
4.	1st Pre-Observation Meeting Scheduled (Principal schedules, Teacher confirms, both see)
5.	1st Pre-Observation Form (Teacher completes form and submits, Principal sees when submitted)
6.	1st Teacher Observation Danielson Framework for Teaching (Principal records evidence during observation and scores the observation)
7.	1st Post-Observation Meeting scheduled (Principal schedules, Teacher confirms, both see)
1st Post- Observation Meeting occurs within 10 days of the Teacher observation.	
8.	1st Post-Observation Form (Principal completes and submits, Teacher sees when submitted)
9.	Mid-Year Check-in Meeting Scheduled (Principal schedules, Teacher confirms, both see)
10.	Mid-Year Check in Summary (Principal completes form and submits, Teacher sees once completed)
11.	2nd Pre-Observation Meeting Scheduled (Principal schedules, Teacher confirms, both see)
12.	2nd Pre-Observation Form (Teacher completes and submits form, Principal sees when submitted)
13.	2nd Teacher Observation Danielson Framework for Teaching (Principal records evidence during observation and scores the observation)
14.	2nd Post-Observation Meeting scheduled (Principal schedules, Teacher confirms, both see)
2nd Post- Observation Meeting occurs within 10 days of the Teacher observation.	
15.	2nd Post Observation. Form (Principal completes and submits, Teacher sees when submitted)
16.	3rd Pre-Observation Meeting* Scheduled (Principal schedules, Teacher confirms, both see)
17.	3rd Pre-Observation Form* (Teacher completes and submits form, Principal sees when submitted)
18.	3rd Teacher Observation Danielson Framework for Teaching* (Principal records evidence during observation and scores observation)
19.	3rd Post Observation Meeting scheduled* (Principal schedules, Teacher confirms, both see)
3rd Post- Observation Meeting* occurs within 10 days of the Teacher observation.	
20.	3rd Post-Observation Form (Principal completes and submits, Teacher sees when submitted)
21.	Portfolio Review Scheduled (Principal schedules, Teacher confirms, both see)
22.	Portfolio Review Form (Teacher completes, Principal sees when submitted)
Portfolio Review occurs.	
23.	Portfolio Scoring Form (Principal completes and submits, Teacher sees when submitted)
24.	Schedule Teacher Summative Evaluation Meeting (Principal schedules, Teacher confirms, both see)
25.	Teacher Instructional Time Form (Principals completes form based on Teacher's attendance and punctuality in TimeForce and submits, Teacher sees when submitted)
26.	Teacher Summative Evaluation Form (Principal completes form before or during the meeting (#24), Teacher sees during the meeting)
Teacher's Summative Evaluation Meeting occurs before the last day of school.	

TalentEd Steps for Teacher Process by Topic

Portfolio	
1.	Professional Growth Plan (Teacher completes and submits, Principal sees when submitted)
2.	Teacher Portfolio Planning Form (Teacher completes and submits; Teacher must complete both #1 and #2 before #3 occurs, Principal sees when submitted)
9.	Mid-Year Check-in Meeting Scheduling (Principal schedules, Teacher confirms, both see)
10.	Mid-Year Check in Summary (Principal completes and submits, Teacher sees once completed)
21.	Portfolio Review Scheduled (Principal schedules, Teacher confirms, both see)
22.	Portfolio Review Form (Teacher completes, Principal sees when submitted)
23.	Portfolio Scoring Form (Principal completes and submits, Teacher sees when submitted)
Observation	
3.	Teacher Evaluation Planning Meeting Scheduled to discuss forms in #1 and #2 (Principal schedules, Teacher confirms, and both see)
4.	1st Pre-Observation Meeting Scheduled (Principal schedules, Teacher confirms, both see)
5.	1st Pre-Observation Form (Teacher completes and submits, Principal sees when submitted)
6.	1st Teacher Observation Danielson Framework for Teaching (Principal records evidence during observation, scores observation, and shares during post-observation meeting)
7.	1st Post-Observation Meeting scheduled (Principal schedules, Teacher confirms, both see)
8.	1st Post-Observation Form (Principal completes and submits, Teacher sees when submitted)
11.	2nd Pre-Observation Meeting Scheduled (Principal schedules, Teacher confirms, both see)
12.	2nd Pre-Observation Form (Teacher completes and submits, Principal sees when submitted)
13.	2nd Teacher Observation Danielson Framework for Teaching (Principal records evidence during observation, scores observation, and shares during post-observation meeting)
14.	2nd Post-Observation Meeting scheduled (Principal schedules, Teacher confirms, both see)
15.	2nd Post-Observation Form (Principal completes and submits, Teacher sees when submitted)
16.	3rd Pre-Observation Meeting Scheduled* (Principal schedules, Teacher confirms, both see)
17.	3rd Pre-Observation Form* (Teacher completes and submits, Principal sees when submitted)
18.	3rd Teacher Observation Danielson Framework for Teaching* (Principal records evidence during observation, scores observation, and shares during post-observation meeting)
19.	3rd Post-Observation Meeting scheduled* (Principal schedules, Teacher confirms, both see)
20.	3rd Post-Observation Form* (Principal completes and submits, Teacher sees when submitted)
Instructional Time	
25.	Teacher Instructional Time Form (Principals completes based on Teacher's attendance and punctuality in TimeForce and submits, Teacher sees when submitted)
Summative Evaluation	
24.	Schedule Teacher Summative Evaluation Meeting (Principal schedules, Teacher confirms, both see)
26.	Teacher Summative Evaluation Form (Principal completes form before or during the meeting (#24), Teacher sees during the meeting)

** if applicable*