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**Teacher Evaluation Procedures**

**Purpose**
The goal is to ensure all teachers are **effective** and to enhance performance so that students receive a high quality education. This system promotes teacher growth through goal‐setting, observations and feedback, reflective discussions, and evidence‐based achievement. Data will be used to guide professional development and used to make informed decisions regarding placement

**Goal Setting and Classroom Observations**
Within the first three weeks of school, teachers will analyze student achievement data and self‐assess using the teacher evaluation rubric and a Lead Teacher to set individual challenging goals and develop an action plan. A minimum of two goals will be set: one addressing student achievement and one addressing instructional improvement. This will be followed up by frequent classroom

The following list explains the different types of observations, meetings and/or evaluations:

* **Formal Observation/Evaluation**  (Using Formal Observation Form)
	+ An announced full lesson observation conducted during each of the semesters for a total of 2 per school year.
	+ A feedback meeting will be held to discuss what was observed by the Lead Teacher/Director
	+ Teacher reports progress of goals/plan of action
	+ One copy is filed in the school records and a second copy goes to the teacher
* **Informal Observation/Feedback** (Using Informal Observation Form)
	+ An informal observation usually by a Lead Teacher.
	+ A minimum of 2 will be completed for each teacher.
	+ A feedback meeting will be held to discuss what was observed by the Lead Teacher/Director
	+ The observation form is completed by the evaluator and signed by the teacher and will generally include at least one reinforcement of something to continue doing that strengthened the lesson and one refinement that, if done, could make the lesson stronger
	+ Teacher reports progress of goals/plan of action
	+ A copy of the observation form will be provided to the teacher and a copy will be placed in a file maintained by the office.