

Annual Evaluation Procedures Gadsden County Observation Timeline

Month	Category I (New Teachers with 1-3 years of service teachers that are new to district)	Category II (4 or more years of service)	Struggling Teachers (Ineffective teachers needing assistance)
August			
September	Appendix D, E, H		Appendix D, E, H
October	Appendix D, F, H	Appendix D, E, H	
November			
December	Appendix D, G, H, I, M		Appendix D, F, H, M
January		D, F, H	
February	Appendix D, E, H		
March	Appendix D, F, H		Appendix D, G, H
April		Appendix D, G, H, I	Appendix I
May	Appendix D, G, H, I, M	Appendix N	Appendix M
June			

Gadsden County Observation Schedule *

Status	Formal Observations (Announced)	Informal Observations (Announced or Unannounced)* 10 minutes	Walkthroughs Minimum 5-7 minutes
Category I New Teacher (1-3 years of service) or new to district*	2 Observations 2 Evaluations	2	2 X Month
Category II Teacher (4 or more years of service)	2 Observations 1 Evaluation	1	Monthly
Struggling Teacher	4 or more Observations 2 Evaluations	5-9	2 X month

There will be two types of formal observations: announced and unannounced. **Formal announced observations** will last the duration of a specified class period. A pre- and post- conference is required, written feedback is provided to the teacher and the results will be used for the annual evaluation. **Formal unannounced observations** generally last 15-30 minutes, no planning or reflection conference is needed, written feedback is provided to the teacher and the results are used for the annual evaluation.

There also will be two types of informal observations: announced and unannounced. **Informal announced observations** last 10 minutes long and the teacher is informed of the observation. There may be written feedback and the results are used for the annual evaluation. **Informal unannounced observations** also last for at least 10 minutes. Unlike informal announced observations, during unannounced observations, the observer does not have to notify the teacher. Similar to announced informal observations, however, there may be written feedback and the results are used for the annual evaluation.

Like observations, **walkthroughs** also are both announced and unannounced. Both announced and unannounced walkthroughs usually last for 5-7 minutes. If during the course of a classroom walkthrough an administrator observes cause for concern, the administrator will remain in the classroom for a minimum of ten minutes and the walkthrough will become an informal observation, which may inform the overall evaluation process. Observations less than 10 minutes will not be used to inform the observation process.

Procedures for Gadsden County Teacher Evaluation Framework

	Announced	Unannounced
Formal	<ul style="list-style-type: none"> Class period Pre-Conference Post-Conference Results used for annual evaluation Written feedback is provided to the teacher 	<ul style="list-style-type: none"> 15-30 minutes No planning or reflection conference is included Results used for annual evaluation Written feedback is provided to the teacher
Informal	<ul style="list-style-type: none"> At least 10 minutes long Teacher is informed of the observation The results used for the annual evaluation May include written feedback 	<ul style="list-style-type: none"> At least 10 minutes long The observer does not inform the teacher The results are used for the annual evaluation May include a written feedback
Walkthroughs	<ul style="list-style-type: none"> Usually 5-7 minutes Teacher is informed Results may be used for the annual evaluation 	<ul style="list-style-type: none"> Usually 5-7 minutes Teacher is not informed Results may be used for the annual evaluation