

# D207 CERTIFIED STAFF EVALUATION GUIDE

## ☰ HOW TO: LOCATE STAFF EVAL FOLDERS & DOCS

<b>EDUCATOR RESPONSIBILITIES FOR CYCLE COMPONENTS</b>	
<b>CYCLE COMPONENTS</b>	<b>DESCRIPTION</b>
<b>GOAL SETTING</b>	<ul style="list-style-type: none"><li>• Form drafted by educator 2 school days prior to mtg.</li><li>• Form finalized during meeting with input from educator and evaluator.</li></ul>
<b>INFORMAL OBSERVATIONS</b>	<ul style="list-style-type: none"><li>• Educator reviews evidence prior to mtg.</li><li>• Form completed collaboratively during mtg.</li></ul>
<b>FORMAL OBSERVATIONS</b>	<ul style="list-style-type: none"><li>• Planning portion of formal observation form completed by educator prior to pre-observation mtg.</li><li>• Reflection portion of formal observation form completed by educator prior to post-observation mtg.</li><li>• Evaluator feedback shared within 2 school days following reflection mtg.</li></ul>
<b>CYCLE CHECK-IN</b>	<ul style="list-style-type: none"><li>• Form completed collaboratively during mtg.</li><li>• <i>Non-tenured only</i>: Evaluator feedback with progress ratings shared at meeting.</li></ul>
<b>SUMMATIVE</b>	<ul style="list-style-type: none"><li>• Summative reflection form completed by educator by due date assigned from primary evaluator.</li><li>• Primary evaluator completes summative evaluation and shares with educator 1 school day prior to summative mtg.</li></ul>