

Government of the United States Virgin Islands

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Department of Education
Office of the Commissioner
1834 Kongens Gade
St. Thomas, U.S. Virgin Islands 00802



AT-A-GLANCE: Teacher and Principal Evaluation Processes and Timeline for 2014-15 School Year

Blue = Teacher Evaluation Process **Orange** = Principal Evaluation Process **Red** = Due Date

Activity	Teacher Responsibility	Principal Responsibility	Superintendent Responsibility
<p>Teacher Portfolio</p> <p>TPGP DUE DATE: April 17th</p> <p>PORTFOLIO PRESENTATIONS BEGIN MAY 18th, COMPLETED BY JUNE 5th</p>	<ul style="list-style-type: none"> • Each teacher completes Portfolio Planning Document in TalentEd, AND • creates a Teacher Professional Growth Plan (TPGP) in Talent Ed and shares with the principal. TPGP will contain <ul style="list-style-type: none"> ○ 1 Teacher selected goal (growth or extension-teacher decides) AND ○ 1 Goal related to the School Goal • Portfolio has 3 components instead of 4:-1 school component, 1 choice component and 4e which is the TPGP • Teacher collects artifact, and completes 1 TPGP activity and reflection on TPGP plan in TalentEd • Each teacher responds to the meeting invite in TalentEd • Each Teacher creates a Portfolio presentation and uploads documents in BriteLocker through TalentEd (hard copy can be used as exception) 	<p>*Principals DO NOT DO a portfolio this year.</p> <ul style="list-style-type: none"> • Each principal meets with each teacher to review the Portfolio Planning Document and TPGP and indicates approval in TalentEd. • Schedule Teacher Portfolio Presentation meeting • Principal scores the portfolio using the Portfolio 	

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	<ul style="list-style-type: none"> Teacher presents portfolio to principal and explains the artifacts including TPGP 	scoring form in TalentEd.	
Teacher Observations OBSERVATION DUE DATE: APRIL 24th	<ul style="list-style-type: none"> Each teacher completes 1 Pre-observation form in TalentEd (2 for probationary teachers) and accepts observation and post-observation invite in TalentEd Each teachers has 1 lessons observed (2for probationary teachers) Participate in 1 Post-observation Conference (2 for probationary teachers) 	<ul style="list-style-type: none"> Conducts 1 Pre-Observation conferences each teacher (2 for probationary teachers) and schedules observation and post-observation conference using TalentEd. Each principal gets permission from ONE teacher for the Superintendent to observe principal providing feedback during a post-observation conference Conducts 1 Observations (2 for probationary teachers) Conduct 1 Post-Observation Conference (2 for probationary teachers) and completes Post-observation form in TalentEd 	<ul style="list-style-type: none"> Observes each principal during ONE teacher post-conference and completes observation form in TalentEd <p>PRINCIPAL OBSERVATION DUE DATE: APRIL 24th</p> <p>POST-OBSERVATION CONFERENCE BY JUNE 5th</p>
Teacher Summative Evaluation Meeting SUMMATIVE MEETING DUE DATE: MAY 18th- JUNE 5th	<ul style="list-style-type: none"> Accepts summative meeting invite in TalentEd Participates in summative meeting 	<ul style="list-style-type: none"> Schedules summative meeting with each teacher through TalentEd Conducts summative meeting with each teacher and completes summative evaluation form in TalentEd 	

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<p>VAL-ED Survey</p> <p>VAL-ED SURVEY WILL BE OPEN APRIL 10th - MAY 10th</p>	<p>Each full-time instructional teacher completes 1 VAL-ED survey on his/her principal</p>	<p>Each principal completes 1 VAL-ED survey on him/her self</p>	<p>Each superintendent completes 1 VAL-ED survey on each principal</p>
<p>Principal Summative Evaluation Meeting</p> <p>SUMMATIVE MEETING DUE DATE: MAY 18th- JUNE 5th</p>		<ul style="list-style-type: none"> • Principal accepts summative evaluation invite in TalentEd • Principal participates in summative meeting • Principal drafts Administrator Professional Growth Plan (APGP) for next school year with input from Superintendent. APGP is in TalentEd 	<ul style="list-style-type: none"> • Superintendent completes evaluation form and schedules summative meeting with each principal through TalentEd • Superintendent and principal discuss VAL-ED results during summative evaluation meeting • Superintendent provides support and ideas for principal APGP • Evaluation, summary of VAL-ED and observation results, and draft APGP are sent to HR