

TalentEd Steps for Probationary Teacher Evaluation Process

Entire Teacher Observation Process

1. **TPGP** (Teacher completes form 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 Portfolio 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, then 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)
8. **1st Post-Observation Reflection Form** (Teacher completes and submits, Principal sees when submitted)

[1st Post- Observation Meeting occurs within 10 days of the teacher observation]

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. **Schedule 2nd Observation** (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)
15. **2nd Post Observation Reflection Form** (Teacher completes and submits, Principal sees when submitted)

[2nd Post- Observation Meeting occurs within 10 days of the teacher observation]

16. **Schedule 3rd Observation, if applicable** (Principal schedules, Teacher confirms, both see)
17. **3rd Pre-Observation Form, if applicable** (Teacher completes and submits form, Principal sees when submitted)
18. **3rd Teacher Observation Danielson Framework for Teaching, if applicable** (Principal records evidence during observation and scores observation)
19. **3rd Post Observation Meeting scheduled, if applicable** (Principal schedules, Teacher confirms, both see)

20. 3rd Post Observation Reflection Form, *if applicable* (Teacher completes and submits, Principal sees when submitted)

[3rd Post- Observation Meeting occurs within 10 days of the teacher observation]

21. Portfolio Review Scheduled (Principal schedules, Teacher confirms, both see)

22. Portfolio Review Form (with TPGP reflection) (Teacher completes form, Principal sees when submitted)

[Portfolio Review occurs.]

23. Portfolio Scoring Form (Principal completes during or shortly after the Portfolio review meeting and submits form, Teacher sees when submitted)

24. Schedule Teacher Summative Evaluation Meeting (Principal schedules, Teacher confirms, both see)

25. Teacher Instructional Time Form (Principal completes form based on teacher's attendance and tardies 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. **TPGP** (teacher form) (principal sees when submitted)
2. **Teacher Portfolio Planning Form** (Teacher completes #1 and 2 before #3 occurs) (Principal sees when submitted)
9. **Mid-Year Check-in Meeting Scheduling** (formerly Portfolio) (Principal task, teacher confirms, both see)
10. **Mid-Year Check in Summary** (principal form to complete, teacher sees once completed)
21. **Portfolio Review Scheduled** (Principal task, teacher confirms, both see)
22. **Portfolio Review Form** (with TPGP reflection) (teacher form, Principal sees when completed)
23. **Portfolio Scoring Form** (Completed by Principal)

Observation

3. **Teacher Portfolio Planning Meeting Scheduled** (previously #15) (Principal task, teacher confirms, and both see in their view) to discuss forms in #1 and 2
4. **1st Pre-Observation Meeting Scheduled** (Principal task, teacher confirms, then both see)
5. **1st Pre-Observation Form** (Teacher form, principal sees when submitted)
6. **1st Teacher Observation Danielson FfT** (Principal views only)
7. **1st Post Observation Meeting scheduled** (Principal task, Teacher confirms, Both see)
8. **1st Post-Observation Reflection Form** (Teacher completes and submits, Principal sees when submitted)
11. **Schedule 2nd Observation** (Principal task, teacher confirms both see)
12. **2nd Pre-Observation Form** (Teacher form, principal sees when submitted)
13. **2nd Teacher Observation Danielson Framework for Teaching** (Principal views only)
14. **2nd Post Observation Meeting scheduled** (Principal task, Teacher confirms, Both see)
15. **2nd Post-Observation Reflection Form** (Teacher completes and submits, Principal sees when submitted)
16. **Schedule 3rd Observation, if applicable** (Principal task, teacher confirms both see)
17. **3rd Pre-Observation Form, if applicable** (Teacher form, principal sees when submitted)
18. **3rd Teacher Observation Danielson Framework for Teaching, if applicable** (Principal views only)
19. **3rd Post Observation Meeting scheduled, if applicable** (Principal task, Teacher confirms, Both see)
20. **3rd Post-Observation Reflection Form, if applicable** (Teacher completes and submits, Principal sees when submitted)
24. **Schedule Teacher Summative Evaluation Meeting** (Principal task, teacher confirms, both see)
25. **Teacher Summative Evaluation Form** (calculations occur)(Principal task – completes after the meeting #24, teacher sees during the meeting)