

## **TPEP Evaluation Process**

### **The Five-Step Continuous Learning Cycle**

#### **Cycle Step 1: Teacher Self-assessment**

Using Current OSPI Approved Danielson Instructional Framework Rubric and the evaluation worksheet, each teacher will self-assess and determine his or her own performance rating based on evidences of past performance. First year teachers will complete this process following their initial 90-day performance evaluation.

#### **Cycle Step 2: Self-assessment Review and Development of an Annual Learning Plan**

Each employee and his or her evaluator shall meet within the first forty-five calendar days of the school year to review the self-assessment and to develop a formal written learning plan for the year. In any criterion where there is a rating difference between the teacher and the evaluator, the lower of the two ratings will be used in the development of the annual learning plan.

Teachers who are rated less than Proficient in one or more criteria will be placed on the Guided Pathway and a specific learning plan will be written to address each of these criteria. Final approval of Guided Pathway learning plans rest solely with the evaluator. At any time during the year if performance is determined to be Unsatisfactory in any area (criterion or sub-criterion) of performance, the employee will be placed on a Guided Pathway and a new learning plan will be developed.

Teachers who are rated Proficient or higher for all criteria will develop his or her own Leadership Pathway learning plan with evaluator review. The exception to this is if any sub-criterion has a rating of Unsatisfactory, the employee shall be placed on a Guided Pathway. The final approval of all Leadership Learning Plans rests solely with the teacher.

#### **Cycle Step 3: Implement Plan and Collect Evidence of Learning**

All teachers on the Leadership Pathway will initiate his or her evidence collection strategy with the support of their evaluator. Those who are on a Guided Pathway will work in concert with their evaluator and get direct assistance in collecting evidence of progress relative to their specific learning plan objectives.

Teachers using the Guided Pathway must be observed by their evaluator as part of the evidence collection process for a minimum of ninety (90) total minutes throughout the year over at least three (3) different times, one (1) of which must be a formal observation. All teachers using a Leadership Pathway must be observed a minimum of sixty (60) total minutes throughout the year during at least three (3) different times.

#### **Cycle Step 4: Mid-year Learning Plan Review with Evaluator**

On or before February 15<sup>th</sup> of each school year, every teacher will meet with his or her evaluator to review his or her learning plan (Guided or Leadership). For those who are on a Guided Pathway learning plan, a new rating using the district's evaluation worksheet must be generated using the evidence collected throughout the first half of the school year. Adjustments, if necessary, will be made to the Guided Learning Plan as determined by the evaluator.

#### **Cycle Step 5: End-of-Cycle and Summative Evaluation Reports**

All teachers who are using a Guided Learning Plan will have their summative evaluation completed on or before May 1<sup>st</sup> of each school year. All teachers who are on a Leadership Learning Plan must have their summative evaluations completed on or before May 15<sup>th</sup> of each school year.