



TKES Timeline for SY 2015-16

\*\*\* All Evaluators must complete the Credentialed Evaluator TKES Review for SY 2015-16\*\*\*

1.	<b>Orientation</b> Teacher logs onto the TLE Platform and completes the Orientation Recommendation during Pre-planning week (July 27-31 <sup>st</sup> )	<b>Deadline: August 14</b>
2.	<b>Self-Assessment</b> Teacher completes the Self-Assessment prior to Pre-Evaluation Conference with Evaluator	
3.	<b>Pre-Evaluation Conference</b> Can be facilitated as a group, team, or individual Notes are taken and documented in the TLE Platform	<b>Deadline: August 28</b>
4.	<b><u>FORMATIVE ASSESSMENT CYCLE 1</u></b> <b>Walkthrough #1</b> (10 minutes) Mark 2-3 standards in the TLE Platform Share feedback with teacher electronically within 5 days Teacher does not sign off, just receives feedback	<b>Deadline: September 18</b>
5.	<b>Walkthrough #2</b> (10 minutes) Mark 2-3 standards in the TLE Platform Share feedback with teacher electronically within 5 days Teacher does not sign off, just receives feedback	<b>Deadline: October 16</b>
6a.	<b>Formative Observation #1</b> (30 minutes)	<b>Deadline: Oct. 26- Dec. 4</b>
6b.	<b>Formative Assessment #1</b> Must be completed within 5 working days of the most recent Formative Observation Evaluator uses information from Formative Observation #1, Walkthroughs 1 and 2, and other interactions, etc. Evaluator completes Formative Assessment form in the TLE Platform Evaluator marks all 10 standards (comments as needed) Evaluator saves changes in the TLE Platform and shares with teacher within 5 days of the observation date Teacher reviews Formative Assessment and must sign off in the TLE Platform that it was received	<b>Within 5 working days of Formative Observation #1</b>
7.	<b>Mid-Year Conference</b> Can be done as a group, team, or individual Guiding questions: In looking at your Self-Assessment and Goals, how is it going? Have you been supported in ways which enhance your professional growth? How might I further support you? Review student perception data (if available), assessment data, and professional growth data	<b>Deadline: December 7– January 8</b>

	Notes are taken and recorded in the TLE Platform	
8.	<b><u>FORMATIVE ASSESSMENT CYCLE 2</u></b> <b>Walkthrough #3</b> (10 minutes) Mark 2-3 standards in the TLE Platform Share feedback with teacher electronically within 5 days Teacher does not sign off, just receives feedback	<b>Deadline:</b> <del>January 29</del> <b>February 12</b>
9.	Principal notifies HR of any possible non-renewals of Teachers	
10.	<b>Walkthrough #4</b> (10 minutes) Mark 2-3 standards in the TLE Platform Share feedback with teacher electronically within 5 days Teacher does not sign off, just receives feedback	<b>Deadline:</b> <b>February 26</b>
11a.	<b>Formative Observation #2</b> (30 minutes)	<b>Deadline:</b> <b>Feb. 29-April 1</b>
11b.	<b>Formative Assessment #2</b> Must be completed within 5 working days of the most recent Formative Observation Evaluator uses information from Formative Observation #2, Walkthroughs 3 and 4, and other interactions, etc. Evaluator completes Formative Assessment form in the TLE Platform Evaluator marks all 10 standards (comments as needed) Evaluator saves changes in the TLE Platform and shares with teacher within 5 days of observation date Teacher reviews Formative Assessment and must sign off in the TLE Platform that it was received	<b>Within 5 working days of Formative Observation #2</b>
12.	<b>Student Surveys</b> Students complete in grades 3-5, 6-8, and 9-12 Must be administered by certified staff (not teacher being surveyed) Students access Surveys through the TLE Platform Choose two classes which most represent the teacher's largest responsibility Strong sampling (minimum of 15 but suggested to survey more) of students Once administered, Survey data must be referenced in commentary of standards 3,4,7, and 8 in Formative and/or Summative Assessment(s)	<b>Survey Window:</b> <b>November 2-13; January 25-February 5</b>
13.	<b><u>Summative Assessment/Summative Conference</u></b> Evaluator reviews all observation data and the compilation of documentation collected throughout the year Evaluator completes Summative Assessment form in the TLE Platform Data from student surveys must be referenced in the commentary section on standards 3,4,7, and 8 on Summative Assessment form (if data is inconsistent from what the Evaluator has seen, the commentary must justify the difference) Evaluator rates all 10 standards (comments) Evaluator saves changes in the TLE Platform and shares with the teacher <b><u>Summative Conference</u></b> Done individually Survey commentary must be included as notes in the Conference form Notes taken and loaded into platform Teacher reviews and signs off in the TLE Platform	<b>Deadline:</b> <b>May 6th</b>



14.	<b>Roster Verification</b> Occurs twice a year	<b>November and April</b>