

ORCUTT UNION SCHOOL DISTRICT
Certificated Evaluation Process
Evaluator's Checklist

Teacher _____ Evaluator _____

School _____ School Year _____ Grade Level/Subject _____

(Circle one) Evaluator's Copy Teacher's Copy

Date item is completed

- _____ 1. By September 20th, provide the teacher with the following:
Evaluator's Checklist (Form A)
Certificated Teacher Evaluation Form (Form B)
Certificated Education Goals (Form C)

- _____ 2. By October 15th, the teacher is to provide the evaluator his/her Certificated Educational Goals (Form C) that includes two professional performance goals based on the California Standards for the Teaching Profession.

- _____ 3. By the end of the last working day in January, evaluator will arrange an observation time with the teacher and provide him/her with either the Pre-Conference Observation Form (D) or the Lesson Design Form (E).

- _____ 4. At least one day prior to the observation, go over the Pre-Conference Observation Form (D) or the Lesson Design Form (E) with the teacher.

- _____ 5. Do observation of teacher (script) by the end of the first semester.

- _____ 6. Share results of the observation with the teacher in at least two weeks.

- _____ 7. Not later than 30 days prior to the end of the student school year (by _____), complete the Certificated Evaluation Form (B) and share it with the teacher.

- _____ 8. Not later than 30 days prior to the end of the student school year (by _____), review the Certificated Education Goals (Form C) with the teacher. Add comments.

Form A