

Aspen School District
Expectations and Guidelines for Teacher Evaluation Process
2012-13 school year

	Novice (For 2012-13 also teachers in 2nd and 3rd year with District)	Ineffective	Partially Effective	Effective	Highly Effective
Observations	3 Observations, All Scheduled	3 Observations, All Scheduled	3 Observations, All Scheduled	2 Observations, 1 Scheduled, 1 Non-Scheduled	1 Observation, Scheduled
Time	At least one is full instructional period	At least one is full instructional period	At least one is full instructional period	Optional time allocation	Optional time allocation
Pre/Post Conference	3	3	3	1/2 (Depending on if scheduled or not)	1
Walkthroughs	12	12	12	12	12
Time	3 – 15 minutes	3 - 15 minutes	3 – 15 minutes	3 – 15 minutes	3 – 15 minutes

Important Dates to Remember:

- **Professional Growth Plan and Self- Assessment** due by **October 15**
- **First observation** will be scheduled by Sept. 30 and completed **by end of Quarter One**
- **Mid-year Review** will take place by **January 15**
- **Second and third observations** will be completed **by March 1**
- **Summative evaluation** (written) completed and conference held **by June 1**