

Roman Catholic Diocese Of Phoenix
Catholic Schools Office
Teacher Performance-Based Evaluation Timeline

The ultimate purpose of the Teacher Performance-Based Evaluation process is to enrich and improve performance. It should emphasize strengths and foster growth through both affirmation and recommendations. Ongoing dialogue between Principal/Supervisors and teachers is encouraged.

The following timeline and accompanying forms are structured to be of assistance to Principal/Supervisors to help a teacher to recognize, strengthen, and utilize skills which effectively creates and maintains a Catholic learning environment. They are designed to be of assistance to teachers to focus on continued improvement through the processes of goal setting, feedback and self-reflection.

ACTION	Timeline
Orientation for all teachers of process for supervision and formative evaluation provided by the Principal/Supervisor	August
Teacher's goals for new school year are developed The professional goal(s) should be based on the previous year's Summative Evaluation and mutually agreed on to focus in consultation with the Principal/Supervisor. Copies retained by the teacher and Principal/Supervisor	September
Teacher goal form is completed and given to Principal and Supervisor Principal/Supervisor and teacher meet to discuss proposed goals and finalized	October
Principal/Supervisor formally observes classroom Instruction. Conference with the Principal/Supervisor and teacher utilizing information from following forms: Progress review of annual goals Pre-observation Lesson Plan Form Classroom observation form Lesson Reflection Sheet	By December 1st and March 1st 1 st , 2 nd , 3 rd year teachers
Teacher and Principal/Supervisor conference on progress of goals Walk-through classroom observations	Each Semester
Principal/Supervisor formally observes classroom Instruction Conference with the Principal/Supervisor and teacher utilizing information from following forms: Progress review of annual goals Classroom observation form Lesson Reflection Sheet	By March 1
Catholic Identity Rubric Evidence of Professional Development End of Year Reflection Summative form	By March 15
Teacher Letter of Intent	By March 15
Principal/Supervisor Letter of Intent to hire	By April 1
Placement on Salary Scale	By June 1