

West Haven Teacher Evaluation and Support Plan  
Teachscape Quick Reference Guide for  
Pupil Personnel (Social Workers, Psychologists & Guidance Counselors)

**Non-tenured/Full Evaluation – Workflow G**

- 3 Formal Observations
- 1 Review of Practice (Announced Observations of at least 30 minutes inclusive of a conference between the teacher and the evaluator, followed by written feedback. Reviews of practice occur outside of the classroom environment (e.g., data team, PPT). Evidence collected for reviews of practice will focus on Domains 1 and 4 of the Danielson Framework.

Beginning of Year Conference and Forms (completed September/October)

*Conference by November 15<sup>th</sup>; Forms entered in Teachscape one week prior.*

- Student Learning Objective Form #1
- Student Learning Objective Form #2
- SLO Artifacts
- Teacher Practice Area of Focus Goal Setting Form
- Parent Feedback Goal Setting Form

Teachscape Mid-Year Conference and Form

*Conference will take place in January/February; Forms entered in Teachscape one week prior.*

- Mid-year Self-Assessment/Reflection
- Mid-year Artifacts (optional)

Teachscape Year End Conference and Form

*Conference will take place in May/June; Forms entered in Teachscape one week prior.*

- End Year Self-Assessment/Reflection Form
- SLO #1 Artifacts
- SLO #2 Artifacts
- Teacher Practice Artifacts (optional)
- Parent Feedback Artifacts (optional)

Formal Observations

- Pre-Observation Form and Conference (must be completed for 2 of the 3)
- Pre-Observation Artifacts (optional)
- Post-Observation Form and Conference
- Post-Observation Artifacts (optional)

Review of Practice

- Post-Observation Form and Conference (optional)
- Post-Observation Artifacts (optional)

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**Tenured Full Evaluation – Workflow H**

- 1 Formal Observation
- 1 Review of Practice (Announced Observations of at least 30 minutes inclusive of a conference between the teacher and the evaluator, followed by written feedback. Reviews of practice occur outside of the classroom environment (e.g., data team, PPT). Evidence collected for reviews of practice will focus on Domains 1 and 4 of the Danielson Framework.

Beginning of Year Conference and Forms (completed September/October)

*Conference by November 15<sup>th</sup>; Forms entered in Teachscape one week prior.*

- Student Learning Objective Form #1
- Student Learning Objective Form #2
- SLO Artifacts
- Teacher Practice Area of Focus Goal Setting Form
- Parent Feedback Goal Setting Form

Teachscape Mid-Year Conference and Form

*Conference will take place in January/February; Forms entered in Teachscape one week prior.*

- Mid-year Self-Assessment/Reflection
- Mid-year Artifacts (optional)

Teachscape Year End Conference and Form

*Conference will take place in May/June; Forms entered in Teachscape one week prior.*

- End Year Self-Assessment/Reflection Form
- SLO #1 Artifacts
- SLO #2 Artifacts
- Teacher Practice Artifacts (optional)
- Parent Feedback Artifacts (optional)

Formal Observation(s)

- Pre-Observation Form and Conference
- Pre-Observation Artifacts (optional)
- Post-Observation Form and Conference
- Post-Observation Artifacts (optional)

Review of Practice

- Post-Observation Form and Conference (optional)
- Post-Observation Artifacts (optional)

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**Tenured Not on Full Evaluation – Workflows I & J**

- 3 Informal Observations
- 1 Review of Practice (Announced Observations of at least 30 minutes inclusive of a conference between the teacher and the evaluator, followed by written feedback. Reviews of practice occur outside of the classroom environment (e.g., data team, PPT). Evidence collected for reviews of practice will focus on Domains 1 and 4 of the Danielson Framework.

Beginning of Year Conference and Forms (completed September/October)

*Conference by November 15<sup>th</sup>; Forms entered in Teachscape one week prior.*

- Student Learning Objective Form #1
- Student Learning Objective Form #2
- SLO Artifacts
- Teacher Practice Area of Focus Goal Setting Form
- Parent Feedback Goal Setting Form

Teachscape Mid-Year Conference and Form

*Conference will take place in January/February; Forms entered in Teachscape one week prior.*

- Mid-year Self-Assessment/Reflection
- Mid-year Artifacts (optional)

Teachscape Year End Conference and Form

*Conference will take place in May/June; Forms entered in Teachscape one week prior.*

- End Year Self-Assessment/Reflection Form
- SLO #1 Artifacts
- SLO #2 Artifacts
- Teacher Practice Artifacts (optional)
- Parent Feedback Artifacts (optional)

Informal Observations

- Post-Observation Artifacts (optional)

Review of Practice

- Post-Observation Form and Conference (optional)
- Post-Observation Artifacts (optional)

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**Tenured Staff with Developing or Below Standard Final Summative Rating – Workflow K**

- Minimum of 3 Formal Observations
- 1 Review of Practice (Announced Observations of at least 30 minutes inclusive of a conference between the teacher and the evaluator, followed by written feedback. Reviews of practice occur outside of the classroom environment (e.g., data team, PPT). Evidence collected for reviews of practice will focus on Domains 1 and 4 of the Danielson Framework.

Beginning of Year Conference and Forms (completed September/October)

*Conference by November 15<sup>th</sup>; Forms entered in Teachscape one week prior.*

- Student Learning Objective Form #1
- Student Learning Objective Form #2
- SLO Artifacts
- Teacher Practice Area of Focus Goal Setting Form
- Parent Feedback Goal Setting Form

Teachscape Mid-Year Conference and Form

*Conference will take place in January/February; Forms entered in Teachscape one week prior.*

- Mid-year Self-Assessment/Reflection
- Mid-year Artifacts (optional)

Teachscape Year End Conference and Form

*Conference will take place in May/June; Forms entered in Teachscape one week prior.*

- End Year Self-Assessment/Reflection Form
- SLO #1 Artifacts
- SLO #2 Artifacts
- Teacher Practice Artifacts (optional)
- Parent Feedback Artifacts (optional)

Formal Observations

- Pre-Observation Form and Conference (must be completed for 2 of the 3)
- Pre-Observation Artifacts (optional)
- Post-Observation Form and Conference
- Post-Observation Artifacts (optional)

Review of Practice

- Post-Observation Form and Conference (optional)
- Post-Observation Artifacts (optional)