

Alliance City Schools
Non-OTES Certificated/Licensed Staff Evaluation Procedures

The Evaluation Procedures for teachers not evaluated under the Ohio Teacher Evaluation System (OTES) will be used as a means to improve and maintain a high quality of work and make a record of employee performance. It is also a means of commending effective employees as well as designating areas where improvement is needed.

The evaluation documentation to be maintained in the employee's file includes copies of all observation forms, evaluation forms, and collaborative intervention plans.

Track One Guidelines

Alliance Education Association (AEA) members with less than five years of employment with Alliance City Schools, teachers on a collaborative intervention plan, and teachers being considered for Continuing Contract will be observed 4 times and evaluated 2 times per year. All observations must be a minimum of 30 minutes in length.

✓ **September 1 through January 15**

1. Principal announces Observation #1 and sets date for Pre-observation Conference. (One formal classroom observation shall occur with at least 24 hours advance notice to the teacher.)
2. Pre-observation Conference.
3. Classroom Observation #1 (before Dec. 31)
4. Post Observation Conference #1
5. Classroom Observation #2
6. Post Observation Conference #2
7. 1st Full Evaluation (before Jan 15)

✓ **February 1 through May 1**

1. Classroom Observation #3
2. Post Observation Conference #3
3. Classroom Observation #4
4. Post Observation Conference #4
5. 2nd Full Evaluation and contract recommendation (before May 10)

*All post-observation meetings shall occur within 10 days of the observation.

Track Two Guidelines

All other teachers will be placed on a rotating schedule and observed a minimum of 1 time and evaluated 1 time per year every three years based on the rotating schedule. Additional classroom observations may be conducted at the discretion of the principal or request of the teacher. All observations must be a minimum of 30 minutes in length.

✓ **September 1 through May 1**

1. Principal announces Observation #1
2. Pre-observation Conference at the discretion of the principal
3. Principal completes Classroom Observation #1 (before Dec. 31)
4. Post Observation Conference
5. Post Observation Conference #1
6. Full Evaluation Meeting (before May 10)

*All post-observation meetings shall occur within 10 days of the observation.