

What Form to Submit...

Certificated Support Personnel Evaluation Cycle

Certificated Support Personnel = ESA's, Counselors, Librarians, TOSA's, Instructional Coaches, SLP's, OT's, PT's, Psychs, ALE Teachers, Reading & Math Intervention Teachers, & Nurses.

PLEASE NOTE: PE Teachers are on the New Teacher Evaluation System

"90-Day" New Employee Traditional Long Evaluation Forms

In addition to an Annual Traditional Long Evaluation, new employees must have an evaluation based on a formal observation during the first 90 calendar days of employment. The evaluation forms required include:

Observation Form: One 30 min formal observation using Support Personnel Observation Summary, **PERS-50**
90 Day Evaluation Summary (submit): Certificated Support Personnel Evaluation Summary, **PERS-51**

"Annual" Traditional Long Evaluation Forms

At least once every five years, every certificated every certificated employee must be evaluated in the long-form process. No employee with less than four years experience in the State of Washington can be evaluated in any other process other than the long-form process (four years of satisfactory teaching experience). The long form process includes:

1st Observation: One 30 minute formal observation using Support Personnel Observation Summary, **PERS-50**
2nd Observation: One 30 minute informal observation using Support Personnel Observation Summary, **PERS-50**
3rd Year Provisional ONLY: Complete a formal observation using Support Personnel Observation Summary, **PERS-50**
Evaluation Form (submit): Certificated Support Personnel Evaluation Summary, **PERS-51**

"Annual" Traditional Short Evaluation Forms

After an employee has four (4) years of satisfactory evaluations under the regular (long-form) evaluation process, an administrator may use the short form evaluation process. If an employee is eligible for the short form evaluation process, the employee may request the professional growth option (PGO). The regular evaluation process shall be followed at least once every five (5) years and an employee or evaluator may request that the regular evaluation process be conducted in any given school year.

Traditional Short Form 1: One 30 minute observation with a written summary.
Observation Form: Support Personnel Observation Summary, **PERS-50**
Evaluation Form (submit): Short Form/PGO Evaluation Summary, **PERS-37**

Traditional Short Form 2: At least two observations totaling 60 minutes without a written summary.
Observation Form: Support Personnel Observation Summary, **PERS-50**
Evaluation Form (submit): Short Form/PGO Evaluation Summary, **PERS-37**

Traditional Short Form 3: Traditional Professional Growth Option (PGO). If the employee is eligible for the short form evaluation and if the employee chooses, the employee can participate in the Professional Growth Option. The Traditional Professional Growth Plan may cover a two-year period. An Intention to Participate form must be completed and turned into the building administrator for consideration and submitted to the Human Resources Department by October 1. The decision to participate is made mutually by the employee and the supervisor. Only up to one third of staff members may participate in the Traditional Professional Growth Option each year.

PGO Planning Worksheet: To set goals and have a plan on how to achieve them.
Intent to Participate (submit): Due date, October 1
Evaluation Form (submit): Short Form/PGO Evaluation Summary, **PERS-37**