

Amelia County Public Schools Teacher Performance Evaluation System
 TPES Evaluation/Observation Schedule

Timeline	Activity for Professional Improvement	Task or Document	Responsibility of	
			Administrator	Teacher
During the 1 st Month	Establishing student progress goal (all probationary and continuing contract teachers)	<i>Goal Setting for Student Progress Form</i>	✓	✓
Before the end of 1 st Quarter	Observation of all probationary and continuing teachers	<i>Observation Form</i>	✓	
Before the end of the 2 nd Quarter	Observation of all probationary teachers and teachers with <u>less than proficient ratings</u> in any area	<i>Observation Form</i>	✓	
Before end of 1 st Semester	Summary of Student Survey Feedback (all probationary and continuing contract teachers)	<i>Student Surveys and Student Survey Summary Form</i>		✓
Mid -Year	Mid-Year review of student progress goal (all probationary and continuing contract teachers). Probationary teachers will review documentation log.	<i>Goal Setting for Student Progress Form Documentation Log</i>	✓	✓
During the 2 nd Semester	Observation (all probationary and continuing teachers) (no later than March 15th).	<i>Observation Form (less than proficient)</i>	✓	
10 Calendar days prior to summative evaluation date or by May 15 th	Submission of end-of-year review of student progress goal and documentation log (all probationary and continuing contract teachers (C3) in their summative evaluation year) By May 15 th or by date noted by the school principal	<i>Goal Setting for Student Progress Form Documentation Log</i>	✓	✓
Before last week of school	Submission of end-of-year review of student progress goal and documentation log continuing contract teachers NOT in their summative evaluation year). Submission of documentation log and evidence	<i>Goal Setting for Student Progress Form Documentation Log</i>	✓	✓
Before last week of school	Summative evaluation (all probationary and C3 contract teachers).	<i>Summative Evaluation Form</i>	✓	
June 30 th	Submit all summative evaluations to Human Resources		✓	