

Alton Evaluation Cycle for Certified (2021-22 only)



Beginning of the Year Conference/Preview

The evaluation cycle will start with a Beginning of Year Conference. During the Beginning of Year Conference, an educator and an evaluator will discuss the evaluation process, student growth goals and Alton Clusters/Danielson components to be evaluated. Strengths, areas for improvement, observations and examples of evidence to be provided will all be discussed at this meeting. A Notice of Evaluation Cycle document will be electronically signed by both the educator and evaluator to document the meeting. This meeting shall be utilized to confirm the contents of the evaluation process and any SLOs for that cycle/year.

Observation Requirements

Non-tenured educators will have a minimum of three observations, of which at least two must be formal over the course of the evaluation cycle. Tenured educators rated at the Proficient and Excellent levels will have a minimum of two observations, of which at least one must be formal over the course of the evaluation cycle. Since evaluation cycles will occur over a two-year period for these tenured educators, a minimum of one informal observation will occur by the end of the first year of the evaluation cycle.

Formal Observations

A formal observation is an observation that is either a minimum of 45 minutes or one full class period and must incorporate the beginning, middle and end of a lesson. A set of conferences accompanies the formal observation. This includes a pre-observation conference no more than ten workdays prior to the observation and a post-observation conference within ten workdays after the observation. An educator must receive written feedback following a formal observation before or during the post-conference. The educator may request a follow-up conference, within five school days, if additional evidence needs to be provided.

Informal Observations

An informal observation lasts a minimum of 10 minutes and does not need to be announced. There are no conferencing requirements around informal observations but it is expected that a post observation conference will be scheduled. Written feedback will be provided within ten workdays after the informal observation.

[Alton CUSD #11 Educator Evaluation Plan](#)