



Arkansas Teacher Excellence Support System

Timelines by Track

Track 1: Novice/Probationary Track Timeline

Novice track includes teachers who have less than one year teaching experience. The novice period may be up to three years. The length of time for this period is determined by district policy. Probationary track includes those who are new to the district regardless of the number of years experience teaching.

Step 1: July--August

- Certified evaluators attend ADE training.
- Teachers attend training sponsored by ADE in their respective districts.
- Certified evaluators successfully complete **Teachscape** modules and test.
- New teachers or teachers new to the district develop a Professional Growth Plan based on building priorities and personal identification of needs.

Step 2: August--October

- Teacher will complete Self-Assessment Form I from Danielson's **The Handbook for Enhancing Professional Practice**.
- Novice teachers or teachers new to the district develop a Professional Growth Plan in collaboration with the evaluator based on the framework, building priorities, and personal identification of needs.
- Using the teacher's PGP, the certified evaluator and teacher plan the program of professional development, study, or changes in classroom practice for the year. The PGP will be an individual plan for growth. The Novice teacher's mentor will provide support to the Novice based on the PGP's areas of focus.
- PGP guides the certified evaluator's observations.

Step 3: October--November

- At least one informal observation (unannounced) should be conducted prior to a formal observation using **Teachscape Reflect Live**.

Step 4: October--April

- Based on the Novice/Probationary track, certified evaluators should conduct at least one formal observation (announced) containing a pre-conference, observation (at least 75% of the class period or 45 minutes if block schedule), and post-conference (ADE Rules and Regs). Pre-observation & Post Observation in **Teachscape Reflect Live and/or Form D Reflection** may be used for this process.
- Additional informal observations may be conducted based on the formal observation and/or from the PGP's identified components.



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Track 1--Novice/Probationary Track Timeline – *(continued)*

Step 5: January

- A mid-year review of PGP with teachers should be conducted.

Step 6: April--May

SUMMATIVE EVALUATION MEETING

- This meeting between the certified evaluator and teacher is for discussion of the results of the summative evaluation based on all twenty-two components, formal and informal observations throughout the year, progress on the PGP, artifacts, feedback from the evaluation rubric, and feedback from the teacher. **Teachscape Reflect Live may be a resource for this process.**
- Certified evaluators make the final rating decision.
- Teacher develops a new PGP in cooperation with the certified evaluator.



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Timelines by Track

Track 2A: Interim Teacher Appraisal Timeline – Summative Evaluation Track

This includes teachers who are not Novice/Probationary or in Intensive Support Status and are scheduled for a summative evaluation once every three years. In other years, a formative appraisal, based on targeted components of the Professional Growth Plan, will be completed.

Step 1: July--August

- Certified evaluators attend ADE training.
- Teachers attend training sponsored by ADE within their respective districts.
- Certified evaluators successfully complete Teachscape modules and test.

Step 2: August--October

- Teacher will complete Self-Assessment Form I from Danielson's **The Handbook for Enhancing Professional Practice**.
- Teacher develops and/or modifies a Professional Growth Plan in collaboration with the evaluator based on the framework, building priorities, and personal identification of needs.
- Using the teacher's PGP, the certified evaluator and teacher review the professional development, study, or changes in classroom practice for the year. The PGP will be an individual plan for growth.
- PGP guides the certified evaluator's observations.

Step 3: October--November

- At least one informal observation (unannounced) should be conducted prior to a formal observation using **Teachscape Reflect Live**.

Step 4: October--April

- Certified evaluators should conduct at least one formal observation (announced) containing a pre-conference, observation (at least 75% of the class period or 45 minutes if block schedule), and post-conference (ADE Rules and Regs). Pre-observation & Post Observation in **Teachscape Reflect Live and/or Form D Reflection** may be used for this process.
- Additional informal observations may be conducted based on the formal observation and/or from the PGP's identified components.



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Timelines by Track

Track 2A: Interim Teacher Appraisal Timeline - *(continued)*

Step 5: April--May

SUMMATIVE EVALUATION MEETING

- This meeting between the certified evaluator and teacher discusses the results of the summative evaluation based on the formal and informal observations throughout the year, progress on the PGP, and artifacts using **Teachscape Reflect Live**.
- Certified evaluators make the final rating decision.
- Teacher develops a new PGP in cooperation with the certified evaluator.



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Timelines by Track

Track 2B: Interim Teacher Appraisal Timeline – Not Summative

Interim Appraisal includes teachers who are not Novice/Probationary or in Intensive Support Status and are NOT scheduled for a summative evaluation in their three year cycle.

Step 1: July--August

- Certified evaluators attend ADE training.
- Teachers attend training sponsored by ADE within their respective districts.
- Certified evaluators successfully complete Teachscape modules and test.

Step 2: August--September

- Using the teacher's PGP, the certified evaluator and teacher review the professional development, study, or changes in classroom practice for the year. The PGP will be an individual plan for growth.

Step 3: October--April

- Conduct multiple informal observations (may be unannounced) focusing on professional growth to ensure that the teacher is meeting the outcomes of the PGP. **Teachscape Reflect Live** will be used.

Step 4: April

- Teacher and certified evaluator conference to determine progress on the PGP and relevant portions of the evaluation framework.
- During the two years, a modified evaluation will be conducted using portions of the evaluation framework and rubric that are relevant to the Professional Growth Plan.
- Teacher develops a new PGP in collaboration with the certified evaluator.



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Track 3: Intensive Support Status Timeline

Intensive track includes teachers who have received a rating of Unsatisfactory in any one entire domain of the framework or if the teacher has a rating of Unsatisfactory or Basic in the majority of components of a domain. The timeline reflected in this document applies to teachers who begin the school year in Intensive Support Status (Track 3). A teacher may be placed in this track at any time based on observations or teacher performance. A teacher may be moved from this track by the evaluator based on whether goals and tasks of the Intensive Professional Learning Plan are met.

Step 1: July -- August

- Certified evaluators attend ADE training.
- Teachers attend training sponsored by ADE within their respective districts.
- Certified evaluators successfully complete Teachscape modules and test.

Step 2: August

- Teacher will complete Self-Assessment Form I from Danielson's **The Handbook for Enhancing Professional Practice**.
- Teacher and evaluator will develop an Intensive Professional Learning Plan (IPLP) by reviewing relevant data to determine goals for a research-based plan of improvement. If poor student performance is the basis for the teacher's status, student performance data is utilized to develop the plan.

Step 5: September -- April

- The IPLP developed by the teacher and certified evaluator based on data, observations, and artifacts guides the certified evaluator's observations (informal) which will be conducted at least two times each month. A meeting will be conducted following each observation to provide specific and substantive feedback of teacher progress. Documentation of each meeting will be maintained by the evaluator, and the IPLP adjusted based on the teacher's performance.
- Certified evaluators should conduct two formal observations (announced) containing a pre-conference, observation (at least 75% of the class period or 45 minutes if block schedule), and post-conference (ADE Rules and Regs). Pre-observation & Post Observation in **Teachscape Reflect Live and/or Form D Reflection** may be used for this process.
- At the end of the specified period of time, one of the following outcomes will occur:
 - 1) If the teacher has met the goals of the plan, the teacher will be moved from the Intensive Support track. *OR*
 - 2) If progress has been made, the teacher may be recommended for two more semesters of intensive support. *OR*
 - 3) If the teacher has not made progress, the teacher will be recommended for termination or non-renewal.