

2. Observation Process

(a) The observation shall extend for a period of not less than forty (40) minutes (if not an observation of an instructional block) or for the length of an instructional block. The observation shall include the introduction and/or lesson closure.

(b) A post-conference will be held between the supervisor and teacher within ten (10) school days, not to exceed fifteen (15) calendar days, for the purpose of reviewing and discussing the written evaluation draft.

(c) All observations/evaluations shall be based on the Professional Evaluation Criteria/Rubric and reported on the Professional Evaluation Performance Report. At the sole discretion of the superintendent and/or his/her designee, additional information from the evaluator may be provided in narrative or other form. No additional information may be added after the post-conference.

(d) Following the conference a written report in quadruplicate shall be prepared by the supervisor and signed by the supervisor and the teacher within ten (10) school days of the conference.

(e) The teacher shall have the right to make additional comments or explanations concerning the observation/evaluation report within ten (10) school days. Such comments shall be attached to and be made a part of the formal evaluation.