

2022-2023 Instructional Evaluation Quick Guide for Teachers and Non-Instructional Personnel

The dates below may reflect a Monday following a designated due date. [Per the contract between The School Board of Orange County and The Orange County Classroom Teachers Association](#), when the actual day of the due dates listed within Article X of the contract falls on a weekend or non-duty day, the due date shall be the next scheduled duty day.

Important Dates

August 23	First-day observations may be conducted in iObservation for teachers who started on the first day of pre-planning. A coaching observation is required to be completed on the coaching observation form, prior to any evaluative observations. <i>This may only occur after a teacher has worked 15 duty days.</i>	*November 29	Last day for Category 2A teachers to receive their first evaluative observation (formal or informal).
September 7	Last day for teachers to be identified as Category 2B that began their assignment on 8/2/22.	*December 6	Last day for teachers to request an additional observation for the first semester.
*October 25	All Deliberate Practice Plans must be submitted by teachers in iObservation. <i>This is required by the 45th duty day worked. All teachers hired before October 10, 2022, are required to complete a Deliberate Practice Plan.</i>	December 13	Teachers hired on or after this date should be identified as a Category 4.
October 10	Teachers hired on, or after, this date are Temporary Contract and are required to have 1 formal observation process, 2 informal Domain 1 observations, and Domain 4 observations as dictated by their category. Temporary Contract teachers are not required to complete the Deliberate Practice process. If a Deliberate Practice plan is not completed, that component will not be calculated into the evaluation score.	January 3	Last day for <u>non-evaluative</u> Domain 4 observations to be completed for Category 2A and <u>evaluative</u> Domain 4 observations to be completed for Category 1 & 2B teachers. Last day for midpoint evaluations to be completed for Category 1 & 2B teachers.
*November 7	Last day for administrators to review Deliberate Practice plans submitted on or before October 25, 2022, approving or providing feedback for the plans in iObservation.	March 1	Last day for Category 2A teachers to receive a second evaluative observation (informal or formal).
*November 18	Last day for teachers to resubmit Deliberate Practice Plans that required revision in iObservation.	April 3	Last day for teachers to complete the Deliberate Practice process in iObservation. Last day for teachers to request an additional observation.
*November 28	Last day for Administrators to rate the Element “Developing a Written Growth & Development Plan” in a Domain 3 observation.	April 17	Last day for administrators to rate the element “Monitoring Progress Relative to the Professional Growth & Development Plan” in a Domain 3 observation. Last day for administrators to complete second semester Domain 4 observations.
		April 28	Last day for Domain 1, 2, and 3 observations to be conducted.
		May 1	Last day to finalize Deliberate Practice plans and complete final evaluations for all categories of teachers.

*Additional resources are located in the [Evaluation Systems Resource Canvas Course for Instructional Personnel](#), under the Evaluation Process module. Resources labeled as ‘coming soon’ will be available closer to the implementation due dates.

**These dates have been revised to reflect collaboratively bargained adjustments to the evaluation timeline due to Hurricane Ian*

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22-23 Category & DP Observation Requirements

Teachers can only be observed for evaluation purposes for the number of observations as identified for their category, unless additional observations are requested as outlined in the contract.

Teacher Categories

Category 1: Teachers who are in their 1st, 2nd, or 3rd year of teaching & are new to the profession.

Category 2B: Experienced teachers who are in at least their 4th year of teaching & are:

- a new hire to OCPS
- assigned to teach a new subject area or level that is different from their previous assignment
- assigned to a school with a different population of students from their previous assignment
- between a 1.5 & 2.3 for their Instructional practice score from the previous year

Category 2A: Teachers who are in at least their 4th year of teaching.

Category 3: Teachers who have been determined to be less than effective in the classroom either through observable behaviors that may result in an unsatisfactory rating or who fail to achieve gains based upon the final student growth test scores.

Category 4: Teachers who teach 80 student days or less between the first student day & May 1.

Observation Types

Informal	Formal	Growth Plan
<ul style="list-style-type: none"> • Coaching observations • Evaluative informal Domain 1 observations 	<ul style="list-style-type: none"> • Formal observation process (Domains 1, 2, & 3) & Domain 4. 	<ul style="list-style-type: none"> • Additional Domain 1 observations to observe <u>only</u> the Deliberate Practice target element • The Domain 3 observation of the element “Developing a Written Growth & Development Plan”. • The Domain 3 observation of element “Monitoring Progress Relative to the Professional Growth & Development Plan”

iObservation Forms

Coaching	Domain 1	Domain 2	Domain 3	Domain 4	Non-Classroom Instructional Support Personnel
<ul style="list-style-type: none"> • Non-evaluative • The purpose of a coaching observation is to look for evidence of implementation of professional development, provide actionable feedback while identifying predominant practices for effective instruction • A coaching observation is required prior to conducting evaluative observations • No maximum number of coaching observations 	<ul style="list-style-type: none"> • Evaluative • Used for informal & formal observations of classroom instruction <ul style="list-style-type: none"> ○ Informals: minimum of 10 minutes ○ Formals: minimum of 30 minutes • Feedback should be provided by the assessing administrator 	<ul style="list-style-type: none"> • Evaluative • Used for rating the planning part of the formal observation process • Requires a face-to-face meeting (pre-conference) • Must occur 1-5 duty days prior to the Domain 1 formal observation 	<ul style="list-style-type: none"> • Evaluative • Used for rating the reflection portion of the formal observation post-conference in a face-to-face meeting 1-5 duty days post Domain 1 formal observation • Used for rating each of the Deliberate Practice process elements 	<ul style="list-style-type: none"> • Non-evaluative &/or evaluative based on category requirements • Used for rating the Collegiality & Professionalism Domain • Requires collaboration between teacher & administrator <ul style="list-style-type: none"> ○ Teachers may request a face-to-face conference • Conducted twice per year 	<ul style="list-style-type: none"> • Evaluative • Used for rating all domains for the collectively bargained roles assigned to this form • Must use the Non-Classroom Instructional Support Personnel form to complete the necessary informal & formal observation processes

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