

PROBATIONARY / YEAR 1 & 2

By December 1

- Announced observation 1
 - Portfolio reflection 1
- Announced observation 2
 - Portfolio reflection 2

By Holiday Vacation

- Midyear Evaluation Mtg & Report

By March 1

- Announced observation 3
 - Portfolio reflection 3
- Unannounced observation

By May 1

- Portfolio Project year-end reflection

By June 1*

- Final Evaluation Meeting & Report

* March 15 for final evaluation meeting and report for teachers not recommended to continue as probationary teachers.

PROBATIONARY / YEAR 3

By December 1

- Announced observation 1
- Announced observation 2

By Holiday Vacation

- Midyear Evaluation Mtg & Report

By March 1

- Announced observation 3
- Unannounced observation

By May 1

- Portfolio Project reflections

By June 1*

- Final Evaluation Meeting & Report

PROBATIONARY / YEAR 4

By October 15

- Professional Growth Plan & Mtg

By December 1

- Announced observation 1
- Announced observation 2

By Holiday Vacation

- Midyear Evaluation Mtg & Report

By March 1

- Announced observation 3
- Unannounced observation

By May 15

- Final Conference on Professional Growth Plan

By June 1*

- Final Evaluation Meeting & Report

TENURED TEACHERS

By October 15

- Professional Growth Plan & Mtg

By May 1

- Announced Observation
- Unannounced Observation

By May 15

- Final Conference on Professional Growth Plan

By June 15

- Final Evaluation Meeting & Report

LEAVE REPLACEMENT TEACHERS

1. Full-year: Leave replacement teacher follows the probationary teacher year 1 & 2 checklist.
2. Less than a full year: Leave replacement teacher follows the checklist below.

By March 1

- Announced Observation**
 - Portfolio reflection
- Informal Observation
 - Portfolio reflection
- Unannounced observation

By May 1

- Portfolio Project year-end reflection

By June 1**

- Final Evaluation Meeting & Report

** At the discretion of the administrator, based upon the length of the leave replacement.

BYRAM HILLS CENTRAL SCHOOL DISTRICT

OBSERVATION & EVALUATION CHECKLIST

The Evaluation Committee provides this checklist to organize the observation and evaluation process for probationary, tenured, and leave replacement teachers.

This document is meant as a reference only. Teachers are encouraged to use the *Guide the Teacher Evaluation*, located on the Byram Hills [website](#), for details about the evaluation process.

Questions can be directed to your administrator, an evaluation committee member, or a District office administrator.



*Creating the Leaders
of the Next Generation!*