

TO: All Tenured Teachers and Teachers on Quadrennial Review

FROM: Diann Drenosky, WEA VP

RE: PDEP Observation Guidelines and Dates

DATE: November 3, 2009

This information is for tenured teachers and tenured teachers who are having their Quadrennial Review. Any questions after reading this information please contact your building reps or call me, Diann, at 1351, or Ed Huydic at 1233.

For Tenured Teachers:

1. Teacher must have a goal planning conference with their primary PDEP Supervisor and a goal must be set and agreed to by November 6, 2009.
2. The teacher is responsible for accumulating student performance data relative to the PDEP goal set. This is to be done from November 6th through to June 1<sup>st</sup>.
3. There will be a minimum of one formal observation per year. The time frame for this observation is between November 6th and May 15<sup>th</sup>. The post observation conference and observation report are to be completed within 10 school days from the observation date. Only a minimum of one formal observation needs to be done in the quadrennial year.
4. By May 15<sup>th</sup> the professional Growth Reflection Form (Part Two of Appendix G: Goal Reflection – I, II, III) must be filled out by the Teacher.
5. The Annual Goal Review Conference and completion of Recommendation for Re-Employment Form must be completed by the PDEP Supervisor and signed by the Principal. This must be sent to the Assistant Superintendent for Personnel (because there no longer is an Assistant Superintendent for Personnel the form is sent to the Director of Human Resources) by June 1<sup>st</sup>.
6. As part of the recommendation for re-employment process, the supervisor also Evaluates the teacher's work in relation to the Westport Teaching and Learning Standards. During every fourth year (the quadrennial year), the supervisor includes a written summary regarding the teacher's performance, including any notable commendations and/or recommendations.
7. At the end of the quadrennial year, the administrator completes section V for tenured teachers on the Recommendation for Re-Employment Form.
8. Annual evaluation reports for tenured teachers must be completed by June 15<sup>th</sup>.

9. Tenured teachers experiencing performance difficulties will be assigned an Intensive Supervision Plan. Teachers are assigned to this phase by the primary PDEP supervisor for a minimum of 60 days to one school year. Teachers can be assigned to this phase at any point in the annual cycle or from one year to the next as needed.

This plan includes:

- Development of short-term objectives aimed at addressing performance problems.
- Frequent formal and informal observations by administrators.
- Interim progress is reviewed through teacher/administrator conferences.
- At the end of the defined intervention time period (up to and including a full school year) teacher's PDEP status/phase is determined.