

**Westport Professional Development and Evaluation Plan
Schedule of Activities
Non-Tenured Year 3 and Year 4 Teacher Phase**

| <u>Activity</u> | <u>Due Date</u> | <u>Person(s) Responsible</u> |
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| <ul style="list-style-type: none"> • Preparation of Professional Growth Planning, Reflection and Evaluation Form. (Part One, Appendix G-1.3: Goal Planning) | By October 1 st | Teacher/Teacher Team |
| <ul style="list-style-type: none"> • Goal Planning Conference with primary PDEP Supervisor. | By October 15 th | Teacher and PDEP Supervisor |
| <ul style="list-style-type: none"> • Accumulation of student performance data relative to the goal. | Ongoing throughout year: Oct. 15 th - June 1 st | Teacher |
| <ul style="list-style-type: none"> • A minimum of two formal observations per year. <p>*Post observation conference and observation report are to be completed within <u>10</u> school days from the observation date.</p> | By February 15 th | PDEP Supervisor with Teacher |
| <ul style="list-style-type: none"> • Mid-Year Summative Evaluation Conference and completion of Non-Tenured Teacher Summative Evaluation Form | By March 1 st | PDEP Supervisor (signed by principal and sent to Superintendent of Schools by March 1 st). |
| <ul style="list-style-type: none"> • Preparation of Professional Growth Planning, Reflection and Evaluation Form (Part Two of Appendix G-1.4: Goal Reflection – I, II, III) | By May 15 th | Teacher |
| <ul style="list-style-type: none"> • Annual Goal Review Conference | By June 15 th | PDEP Supervisor (signed by principal and sent to Superintendent of Schools by June 15 th) |