

Westport Professional Development and Evaluation Plan Schedule of Activities Tenured Teacher Phase

<u>Activity</u>	<u>Due Date</u>	<u>Person(s) Responsible</u>
<ul style="list-style-type: none"> • Preparation of Professional Growth Planning, Reflection and Evaluation Form. (Part One, Appendix G-1,1: 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 one formal observation per year. <p>*Post observation conference and observation report are to be completed within <u>10</u> school days from the observation date.</p>	Oct. 15 – May 15 th	PDEP Supervisor with Teacher
<ul style="list-style-type: none"> • Preparation of Professional Growth Planning, Reflection and Evaluation Form (Part Two, Appendix G-1.2: Goal Reflection – I, II, III) 	By May 15 th	Teacher
<ul style="list-style-type: none"> • Annual Goal Review Conference and completion of Professional Growth Planning, Reflection and Evaluation Form, (Part Two, Appendix G-1.2: Statement of Re-Employment - VI) <p style="margin-left: 40px;"><input type="checkbox"/> Administrator completes Appendix G-1.2, Part Two: Evaluation (sections IV,V** and VI).</p> <p>**The administrator completes section V for tenured teachers in the quadrennial year.</p>	By June 15 th	PDEP Supervisor (signed Superintendent of Schools by June 15 th)