

Government of the United States Virgin Islands

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Department of Education

Office of the Commissioner

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St. Thomas, U.S. Virgin Islands 00802



AT-A-GLANCE: Teacher and Principal Evaluation Processes and Timeline for 2014-15 School Year

Blue = Teacher Evaluation Process

Orange = Principal Evaluation Process

Red = Due Date

Activity	Teacher Responsibility	Principal Responsibility	Superintendent Responsibility
<p>Teacher Portfolio</p> <p>TPGP DUE DATE: April 17th</p> <p>PORTFOLIO PRESENTATIONS BEGIN MAY 18th, COMPLETED BY JUNE 5th</p>	<ul style="list-style-type: none"> Each teacher completes Portfolio Planning Document in TalentEd, AND creates a Teacher Professional Growth Plan (TPGP) in Talent Ed and shares with the principal. TPGP will contain <ul style="list-style-type: none"> 1 Teacher selected goal (growth or extension-teacher decides) AND 1 Goal related to the School Goal Portfolio has 3 components instead of 4:-1 school component, 1 choice component and 4e which is the TPGP Teacher collects artifact, and completes 1 TPGP activity and reflection on TPGP plan in TalentEd Each teacher responds to the meeting invite in TalentEd Each Teacher creates a Portfolio presentation and uploads documents in BriteLocker through TalentEd (hard copy can be used as exception) 	<p>*Principals DO NOT DO a portfolio this year.</p> <ul style="list-style-type: none"> Each principal meets with each teacher to review the Portfolio Planning Document and TPGP and indicates approval in TalentEd. Schedule Teacher Portfolio Presentation meeting Principal scores the portfolio using the Portfolio 	

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	<ul style="list-style-type: none"> Teacher presents portfolio to principal and explains the artifacts including TPGP 	scoring form in TalentEd.	
Teacher Observations OBSERVATION DUE DATE: APRIL 24th	<ul style="list-style-type: none"> Each teacher completes 1 Pre-observation form in TalentEd (2 for probationary teachers) and accepts observation and post-observation invite in TalentEd Each teachers has 1 lessons observed (2for probationary teachers) Participate in 1 Post-observation Conference (2 for probationary teachers) 	<ul style="list-style-type: none"> Conducts 1 Pre-Observation conferences each teacher (2 for probationary teachers) and schedules observation and post-observation conference using TalentEd. Each principal gets permission from ONE teacher for the Superintendent to observe principal providing feedback during a post-observation conference Conducts 1 Observations (2 for probationary teachers) Conduct 1 Post-Observation Conference (2 for probationary teachers) and completes Post-observation form in TalentEd 	<ul style="list-style-type: none"> Observes each principal during ONE teacher post-conference and completes observation form in TalentEd <p>PRINCIPAL OBSERVATION DUE DATE: APRIL 24th</p> <p>POST-OBSERVATION CONFERENCE BY JUNE 5th</p>
Teacher Summative Evaluation Meeting SUMMATIVE MEETING DUE DATE: MAY 18th- JUNE 5th	<ul style="list-style-type: none"> Accepts summative meeting invite in TalentEd Participates in summative meeting 	<ul style="list-style-type: none"> Schedules summative meeting with each teacher through TalentEd Conducts summative meeting with each teacher and completes summative evaluation form in TalentEd 	

Activity	Teacher Responsibility	Principal Responsibility	Superintendent Responsibility
VAL-ED Survey VAL-ED SURVEY WILL BE OPEN APRIL 10th - MAY 10th	Each full-time instructional teacher completes 1 VAL-ED survey on his/her principal	Each principal completes 1 VAL-ED survey on him/her self	Each superintendent completes 1 VAL-ED survey on each principal
Principal Summative Evaluation Meeting SUMMATIVE MEETING DUE DATE: MAY 18th- JUNE 5th		<ul style="list-style-type: none"> • Principal accepts summative evaluation invite in TalentEd • Principal participates in summative meeting • Principal drafts Administrator Professional Growth Plan (APGP) for next school year with input from Superintendent. APGP is in TalentEd 	<ul style="list-style-type: none"> • Superintendent completes evaluation form and schedules summative meeting with each principal through TalentEd • Superintendent and principal discuss VAL-ED results during summative evaluation meeting • Superintendent provides support and ideas for principal APGP • Evaluation, summary of VAL-ED and observation results, and draft APGP are sent to HR