

A formal observation that is recorded in Frontline must be at least 20 minutes in duration. The observation does not have to be scheduled; it can be an unannounced observation. It is common practice that the fall observation for Provisional Employees is scheduled, but the Spring Observation is usually unannounced.

The supervisor should go over the rubric with each employee as a faculty, usually done in Faculty Meeting, or individually in a pre-observation meeting. The employees should be given the rubric beforehand and given an opportunity to discuss the standards that are the basis of what they will be observed and evaluated.

In an Observation, the supervisor will mark those standards in the rubric based upon what is or should have been observed in that period during the observation. The comments, lines of evidence, and judgements made based upon the standards observed must be discussed in a post-observation conference after being **submitted** by the supervisor in Frontline. This submission gives the employee an opportunity to view the observation comments. It is considered best practice to submit the observation thus giving the educator a chance to preview the observation before the post-observation meeting. The employee and supervisor meet to discuss the observation in a post-observation conference. After the post-observation conference or at the end of the conference, the employee will **acknowledge** the meeting occurred on Frontline and the supervisor will **finalize** the observation record on Frontline. This post-observation conference must occur for all employees regardless of Provisional, Career Formative, or Career Summative status. No copy is printed out of the observation.

An Evaluation is made for those who are Provisional and Career Summative employees. The Evaluation is made in each of the categories on the evaluation form. This is an Evaluation of that employee in each of the standards of the evaluation form based upon various lines of evidence in various opportunities throughout that evaluation period. It should be the evaluation of the employee at that time in all aspects of the Standards.

As with the observation, there should be a conference to discuss the evaluation after it has been **submitted** on Frontline so the employee can view the evaluation by the supervisor. Once again, it is best practice to submit the evaluation, giving the educator a preview before the Conference. At the end or after that conference, the employee should **acknowledge** on Frontline that the conference has taken place. The Supervisor should **finalize** the evaluation on Frontline. Upon completion of the meeting the evaluation will be printed, and the employee and supervisor will sign and date the evaluation. A copy of the evaluation will be provided to the employee and it is recommended that a copy be made for the supervisor. The original signed and dated document will be turned into the School Leadership Improvement Director so that it can be placed in the Employees' files in HR.