

## Dublin City School District Teacher Evaluation Guidelines

**1**

Notification of a pre-observation meeting - The evaluator notifies the teacher of the date the pre observation meeting will take place.

**2**

Five school day wait period. - The teacher has at least five school days to prepare their evidence and self evaluation for the meeting.

**3**

Pre Observation Meeting takes place. The teacher should explain and provide evidence why they believe they deserve ratings within each standard of OTES and discuss yearly goals and growth plans.

**4**

The classroom observation occurs.

**5**

The evaluator delivers a draft of the observation report to the teacher.

**6**

Five school day wait period. - The teacher has at least five school days to review the draft observation report and prepare additional evidence to be added or modified in the observation report.

**7**

Final Observation/Evaluation meeting to discuss the observation, finalize the observation report, discuss goals, etc.

\*A teacher may collect and submit evidence at any point during the school year.

\*Appendix A is directory rather than mandatory.