

2021-2022 Guidelines for Late Hires, Transfers, and Leave

Minimum Number of Spots Required

During the 2021-2022 academic school year, all teachers should receive a minimum of 4 spot observations annually, please use the following table to determine the number of prorated spot observations.

BASE Calendar		
Date Ranges		Minimum number of spots required annually if teacher starts within these date ranges
1 st 9 weeks	8/16/2021 – 10/7/2021	4 spots needed to be on track
2 nd 9 weeks	10/11/2021 – 12/17/2021	3 spots needed to stay on track
3 rd 9 weeks	1/5/2022 – 3/11/2022	2 spots needed to be on track
4 th 9 weeks	3/21/2022 – 5/27/2022	1 spot needed to stay on track

INTERSESSION Calendar		
Date Ranges		Minimum number of spots required annually if teacher starts within these date ranges
1 st 9 weeks	8/9/2021 – 10/7/2021	4 spots needed to be on track
2 nd 9 weeks	10/11/2021 – 12/17/2021	3 spots needed to stay on track
3 rd 9 weeks	1/5/2022 – 3/11/2022	2 spots needed to be on track
4 th 9 weeks	3/21/2022 – 5/24/2022	1 spot needed to stay on track

REDESIGN Calendar		
Date Ranges		Minimum number of spots required annually if teacher starts within these date ranges
1 st 9 weeks	8/2/2021 – 10/7/2021	4 spots needed to be on track
2 nd 9 weeks	10/11/2021 – 12/17/2021	3 spots needed to stay on track
3 rd 9 weeks	1/5/2022 – 3/11/2022	2 spots needed to be on track
4 th 9 weeks	3/21/2022 – 6/23/2022	1 spot needed to stay on track

Leaves of Absence

If a teacher is on leave, the required number of spot observations will be reduced by one spot observation for every nine weeks of leave.

Example:

If a teacher is on leave for the entire second nine weeks grading period, one spot observations would be required to be conducted by the evaluator that semester. (3 total for the academic school year)

Late Hires or Transfers

When a teacher begins teaching on a campus after the start of the school year (i.e., due to a late hire or transfer), the following table should be used to determine the minimum number of spot observations required for a teacher's evaluation.

Example:

A teacher transfers to a new campus on January 12th. The new appraiser would conduct two spots that semester. The administrators of the new campus are responsible for the remainder of spots.