2021-2022 TEI Evaluation Checklist

☐ **TEI Orientation Training** Teacher received TEI Orientation Training within 15 instructional days from the hire date.  
   Training Date: ____________________

☐ **Campus Improvement Plan** Teacher received school goals from Campus Improvement Plan within 15 instructional days from hire date.  Share Date: ______________ 

☐ **Primary Evaluator** Teacher was assigned and informed of his/her primary evaluator.  Date Informed: ____________

☐ **Goal Setting Conference** Teacher participated in goal setting conference with primary evaluator by October 1st.  SLO and PDP were discussed.  **Late hires and employees transferring into teacher positions after October 1st participated in a goal-setting conference within 30 instructional days from the hire or transfer date.**  Date of Conference: ______________

☐ **Professional Development Plan (PDP)** Date PDP Approved: ____________

☐ **Student Learning Objective (SLO)**  – teachers with new assignments are encouraged to complete a new SLO within 30 days  
   ○ SLO Goal. SLO goal was approved/scored.  Date SLO Approved/Scored: ______________
   ○ SLO Accomplishment. SLO results reviewed/verified.  Date SLO Reviewed/Verified: ______________

☐ **Spot Observations**  
   ○ All teachers should receive a minimum of 4 spot observations annually:  
   ○ Teacher received a minimum of half of the total number of spot observations each semester (pro-rated for late hires, transfers, and employees on leave).  **For Proration Guide see resources page on TEI website.**  
     ▪ Number of Spots Conducted:  Sem 1: _____  Sem 2: _____
   ○ Written feedback was provided within two working days after each spot observation.  **(see DNA Regulation)**

☐ **Extended Observation**  
   ○ The primary evaluator provided a 10-day window in which this observation occurred.  10-Day Window: ______________
   ○ The primary evaluator conducted the extended observation.  Observation Date: __________
   ○ Written feedback and a conference occurred within 10 working days of the extended observation.  Conference Date: __________

☐ **Summative Performance Evaluation**  
   ○ The minimum number of spot observations and one extended observation were conducted prior to scoring.  Number of spot observations conducted prior to summative scoring: __

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Minimum number of spots required annually if teacher starts at the beginning of the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 9 weeks</td>
<td>1 spot needed to be on track</td>
</tr>
<tr>
<td>2nd 9 weeks</td>
<td>2 spots needed to stay on track</td>
</tr>
<tr>
<td>3rd 9 weeks</td>
<td>3 spots needed to be on track</td>
</tr>
<tr>
<td>4th 9 weeks</td>
<td>4 spots needed to stay on track</td>
</tr>
</tbody>
</table>

   ○ Teacher engaged in a conference with his/her primary evaluator in which the performance component score was shared.  
   Conference Date: __________

☐ **Distinguished Teacher Review (if applicable)**  
   ○ Summative evaluation completed by January 21st  **(see eligibility criteria in TEI Guidebook)**
   ○ Teacher application and primary evaluator verification completed by deadline.

To the best of my knowledge, the above information is accurate and complete.

Teacher Signature ___________________________ Date ____________

Evaluator Signature ___________________________ Date ____________

Printed Name ___________________________ Printed Name ___________________________