2020-2021 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 19th.  SLO and PDP were discussed.  
  Late hires and employees transferring into teacher positions after October 19th 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
  o SLO Goal. SLO goal was approved/scored.  Date SLO Approved/Scored: ______________
  o SLO Accomplishment. SLO results reviewed/scored.  Date SLO Scored: ______________

☐ **Spot Observations**
  o Total number of annual spot observations determined by effectiveness level:
    ▪ Progressing I, II, and those with no prior effectiveness level: 7 annually
    ▪ Proficient I, new to Dallas ISD and DTR eligible: 5 annually
    ▪ Proficient II and above: 4 annually
  o 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: _____
    ▪ For Progressing I & II teachers: a minimum of 4 spots should be conducted prior to the summative performance 
      evaluation
    ▪ For Proficient I & DTR-Eligible teachers: a minimum of 3 spots should be conducted prior to the summative 
      performance evaluation
    ▪ Proficient II and above teachers: a minimum of 2 spots should be conducted prior to the summative performance 
      evaluation
  o Written feedback was provided within two working days after each spot observation.  (see DNA Regulation)

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

☐ **Summative Performance Evaluation**
  o The minimum number of spot observations and one extended observation were conducted prior to scoring.  
    Number of 
    spot observations conducted prior to summative scoring: __
  o 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)**
  o Summative evaluation completed by February 12th (see eligibility criteria in TEI Guidebook)
  o 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 __________________________  Date ______________  Printed Name __________________________  Date ______________