First Observation Cycle

**Every Observation Cycle Must be Completed within 7 Calendar Days per State policy.**

**First Observation Cycle is Complete**

Principal or Assistant Principal

- Completes observation of teacher and scores rubric.
- Principal or Assistant Principal can now review the teacher’s self-assessment.
- Document 1: Scored Rubric

Teacher

- Completes Self Assessment (due at the time of the First Post Observation Conference)
- Principal is notified that it is completed.
- Document 2: Self-Assessment

Principal or Assistant Principals

- Finalize their observation scoring within 6 days of Observation
- Observation scoring is forwarded to teacher with a time scheduled for the Post Observation Conference.
- Document 1: Scored Rubric

Principal and Teacher

- Hold Post Observation Conference (must be complete in 7 days)
- Define Areas of Strength and Areas to be Strengthened and complete the Professional Growth and Support Plan
- Document 3: Professional Growth and Support Plan
- Document 4: Post Observation Conference Record

First Observation Cycle is Complete
Second through Third or Fifth Observation Cycles

Certified Observer
(includes school based administrative team)

- Completes observation of teacher and scores rubric.
- Principal is notified of completed observation.
- Certified Observer

Certified Observer

- Finalizes scoring of rubric within 6 days of observation.
- Observation scoring is forwarded to teacher with a time scheduled for the Post Observation Conference (must complete in 7 days).
- Certified Observer

Certified Observer and Teacher

- Hold Post Observation Conference (must be completed in 7 days)
- Review and reflect on Observation and check the progress of the Professional Growth and Support Plan.
- Document 4: Post Observation Conference Record

Observation Cycle is Complete

**Every Observation Cycle Must be Completed within 7 Calendar Days per State policy.**
**Final Observation Cycle**

**Principal or Assistant Principal**
- Completes observation of teacher and scores rubric.
- Document 1: Scored Rubric

**Principal**
- Finalyze their observation scoring within 6 days of observation.
- Observation scoring is forwarded to teacher with a time scheduled for the Post Observation Conference.
- Document 3: Post Observation Conference Record

**Principal and Teacher**
- Hold Post Observation Conference (must be held within 7 days)
- Review and reflect on Observation and check the progress of the Professional Growth and Support Plan.
- Document 4: Post Observation Conference Record

**Final Observation Cycle is Complete**
**Every Observation Cycle Must be Completed within 7 Calendar Days per State policy.**

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**Every Observation Cycle Must be Completed within 7 Calendar Days per State policy.**