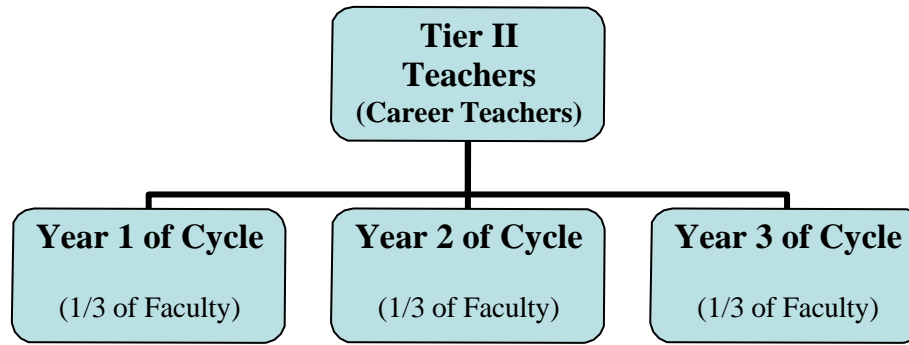


Tier II (Career Teachers) Three Year Performance Review Cycle



Year One

- ^{3/4} Section A of the Iowa Professional Development Plan (IPDP) and beginning-of-year IPDP conference completed **prior to October 1**; evaluator sends plan to the teacher's personnel file.
- ^{3/4} Informal observations/walk-throughs. If to be included in summative review, the post-informal observation conference & completion of the informal observation form shall take place; send form to the teacher's personnel file.
- ^{3/4} Optional formal observation at the discretion of the evaluator and/or request of the teacher, with pre and post observation conference.
- ^{3/4} IPDP end-of-year-conference between the teacher and evaluator—Complete Section B of the Individual Professional Development Plan **by May 15**; send to the teacher's personnel file. Teacher and Evaluator may acknowledge/document any of the Iowa Teaching Standards and Criteria that have been met as a result of informal observations and/or supporting evidence **prior to May 15**.
- ^{3/4} Teacher begins gathering supporting evidence.

Year Two

- ^{3/4} Section A of the IPDP completed and beginning-of-year conference **prior to October 1**, evaluator sends to personnel file.
- ^{3/4} Informal observations/walk-throughs continue. If to be included in summative review, the post informal conference and completion of the informal observation form shall take place; send form to teacher's personnel file.
- ^{3/4} Pre-conference for formal observation—
 - f* Pre-formal observation reflection form may be filled out by teacher to prepare for the pre-observation conference and the observation (optional).
 - f* Pre-formal conference shall be held between the teacher and evaluator (required before the observation).
- ^{3/4} 30 minute (minimum but may be longer) formal classroom observation and required post conference **prior to May 15**. The "Guide for Professional Conversation" may be used for the conference.
 - f* Numbers 1-5 on the post-formal observation reflection form may be completed by the teacher as preparation for the conference (optional). Number 6 on the form shall be completed by the evaluator (required).
- ^{3/4} IPDP end-of-year-conference-- Complete Section B of the Individual Professional Development Plan and send to teacher's personnel file. Teacher and Evaluator may acknowledge/document any of the Iowa Teaching Standards and Criteria that have been met as a result of informal observations and/or supporting artifacts; preliminary identification of criteria not yet demonstrated may occur **prior to May 15**.
- ^{3/4} Teacher shall continue to collect supporting evidence.

Year Three

- ^{3/4} Section A of the IPDP and beginning-of-year conference **prior to October 1** and evaluator sends to teacher's personnel file.
- ^{3/4} **By January 31** identify/determine any supportive evidence still needed to fulfill the Iowa Teaching Standards.
- ^{3/4} Informal observations/walk-throughs continue. If to be included in summative review, the post-informal observation conference & completion of the informal observation form shall take place; send form to the teacher's personnel file.
- ^{3/4} Optional formal observation at the discretion of the evaluator and/or request of the teacher, with pre and post observation conference.
- ^{3/4} Submission of supporting evidence by the teacher to the evaluator **prior to March 15**.
- ^{3/4} IPDP end-of-year conference **prior to May 15**. Complete Section B and evaluator sends to the teacher's personnel file.
- ^{3/4} Performance Review Summative Evaluation Conference/Three Year Review **prior to May 15**; send to the teacher's personnel file.