Waukee Community School District Professional Growth Form

2010-11

Name of Teacher: Name of Evaluator:

The purpose of this document is to organize the timelines for the professional growth process. It is also intended to remind the teacher and the evaluator about the steps to teacher evaluation contained in the Waukee Community School District Professional Growth Model (WCSD PGM).

The first part documents the steps in the process and the completion date for each of the activities. The date column is designed to be completed by the evaluator as the activities occur, rather than when they are anticipated to be completed. Both parties will initial the dates as they are completed in the column. The second part of the document is designed to record the achieved performance levels for the essential 10 components as well as the “next 5” components contained in the WCSD PGM.

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| **Step in the Professional Growth Process:** | Date | Teacher | Evaluator |
| 1. Prior to the pre-observation conference the observation components will be collaboratively agreed upon between the teacher and evaluator. |  |  |  |
| 2. Preconference Documents to the Evaluator (minimum of one day prior to the pre-observation conference) |  |  |  |
| 3. Preconference Meeting (set the date for the post observation conference at this meeting) |  |  |  |
| 4. Observation |  |  |  |
| 5. Post-observation Meeting  (maximum 3 working days after the observation) |  |  |  |
| Discussed Essential 10 components  Discussed the “Next 5” components  Discussed license transition from the  Initial License to the Standard License  Collection of artifacts (8 Standards) & “basic” or above | Yes or N/A  Yes or N/A  Yes or N/A |  |  |
| 6. Formal Observation Cover Sheet is Completed (to the teacher within 10 working days of the observation). |  |  |  |
| 7. Final Copy of the signed feedback report returned to the evaluator (within 3 working days of receipt of the finished copies of the report). |  |  |  |

Please attach this completed cover form to the final copy of the signed feedback report.