

2019 – 2020 Academic Year

Escambia Educator Evaluation (E3) Timeline**ON or BEFORE:**

September 6 Statute 1012.34	<p>Orientation of teachers to the E3 program and the PDP including:</p> <ul style="list-style-type: none"> • The E3 Evaluation and the Framework for Teaching Online forms to be utilized • The rating scale of the system • Documentation strategies • Philosophy, methodology • Schedule individual/group planning meetings <p>Teachers will add their evaluator at the E3 Orientation Training</p>
December 20 (Early Release Day)	<p>Complete at least one formal observation/conference (observation, follow-up conference, artifact review, pre/post observation survey) and one informal observation (walkthrough) with each teacher, one of which must be a formal classroom observation and SHARED in TalentED.</p> <ul style="list-style-type: none"> • All probationary contract and annual contract teachers must have two formal observations during the school year per state statute. The second observation can occur anytime after the first observation is complete. <p>Complete PDP "Beginning of Year Signatures" (Evaluator & Teacher).</p>
January 24	<p>Select a mid-year rating for each teacher from within their E3 plan.</p> <p>The rating should be equivalent to the (current) lowest individual component rating from Domains 2 and 3. The mid-year rating is purely informational and is for state reporting purposes; this specific rating is NOT averaged into the final professional practice rating at the end of the year.</p>
February 7	Recommended Artifact Submission process orientation (if not completed in August).
March 15	<p>If a teacher has earned an overall Unsatisfactory rating or the second consecutive Needs Improvement, the evaluation must be shared and finalized, and a post-observation conference completed no later than the end of the day on March 15 for Domains 1, 2, and 3. The conference should take place within 5-10 working days after the observation that the Unsatisfactory rating was received.</p> <p>*Note: If a teacher's actions lead to marking a Needs Improvement or Unsatisfactory rating in Domain 4, the rating should be entered within 5 to 10 working days of the action that led to the rating. If an action is egregious after the March 15th date, however, the rating should still be entered into the system and strategies given.</p>
May 4	Optional Artifact Submission process completed by teachers. (Not required, but recommended)
May 15	<p>During the second semester, conduct the second required formal observation if not completed in the first semester and one informal observation (walkthrough).</p> <ul style="list-style-type: none"> • Probationary teacher • Annual contract teacher • "New to the district" teacher • Struggling teacher <p>And conduct a post-observation conference in which appropriate Framework components are reviewed.</p>
May 22	Conduct a conference with each teacher to review artifacts and to conclude the Final Appraisal.
May 27	E3 must be completed and signed off by teacher and evaluator.

Additional information about E3 appraisal plan: <http://ecsd-fl.schoolloop.com/eas>