



May 2011

Observations & Evaluations

Know Your Rights!

Probationary Teachers (PATs)

- PATs must be observed twice (commencing the first week of student attendance).
- Observations must include a private follow-up conference within 10 school days of the observation.
- One observation must be conducted by the principal.
- Principals must provide a rating by the end of the first full week in March.
- Principals must have served five months to issue ratings to PATs.

Tenured Teachers

- Tenured teachers must be observed at least twice a year.
- Superior or Excellent rated teachers are rated every other year.
- Satisfactory Teachers are rated annually.
- Principals must have served five months to issue ratings to tenured teachers previously rated Satisfactory or to issue an E3.
- Unsatisfactory Teacher Process* ("E3") can be started by principal at any time.

All Teachers

- Principals or Managers shall provide orientation to all teachers during the first three days of attendance, but no later than the twentieth school day. The orientation shall include a description of the evaluation process and a summary of performance expectations.
- Signing the summative evaluation (rating form) is recommended as long as it states on the document that you are merely receiving it and do not agree nor disagree with the content.
- Principals or Managers should use the Classroom Teacher Visitation Form for all teacher observations.
- If you feel that any of these contract provisions have been violated, contact your field representative immediately.

*Principals or Managers must use the Form E-3 when declaring a tenured teacher as unsatisfactory and it must be presented in a place of privacy. Within three (3) days of the issuance of Form E-3, a Consulting Teacher must be chosen. Within seven (7) days of obtaining a consulting teacher, the principal, teacher, and consulting teacher shall begin the development of a remediation plan. The remediation plan shall become effective no later than 30 calendar days after the issuance of Form E-3. The principal should conduct at least three (3) observations of the E-3 teacher during a required 90-school day remediation period once every 30 days.

Following successful completion of any remediation plan, there must be monthly evaluations for the first six months, and quarterly evaluations for the next six months. Failure to complete the remediation plan with a satisfactory or better rating shall be subject to the provisions of 105 ILCS 5/24A-5. (Termination process)