# Non-Tenured Teachers’ Checklist of APPR Events and Tasks

24-25

September 2024

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| Informed regarding the overall APPR process for this school year ​By October 7 | |
|  |  |
| Informed of SLO process | At the end of two |
| **Danielson Rubric (Domains 1, 2, 3, 4)**  Completed all information in the Teacher Goal and Action Plan Google document except the information for the Components in Domains 2 and 3 which will be completed and submitted with the lesson plans for two Formal Observations. | six-day cycles |
| This includes getting support and feedback from your Lead Evaluator    **First Formal Observation by December 6, 2024** | By November 1​5 |
| Scheduled pre-observation meeting for the formal observation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Scheduled the formal observation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Submitted text for Components of Domains 2 and 3 and the pre-observation form both of which together reflect the formal observation. This includes getting feedback from your Lead Evaluator and making revisions. Submit at least 5 school days

|  |  |
| --- | --- |
| prior to the formal observation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Had pre-conference | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Had formal observation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Had post-conference    Received written feedback from the Lead Evaluator within 14 calendar days of the observation on any Component in Domains 2 and 3 which received a | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| rating of less than Highly Effective (based on formal observation)    **Second Formal Observation by March 7, 2025** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Scheduled pre-observation meeting for the formal observation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Scheduled the formal observation    Submitted text for Components of Domains 2 and 3 and the pre-observation form both of which together reflect the formal observation. This includes getting feedback from your Lead Evaluator and making revisions. Submit at least 5 school days | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| prior to the formal observation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Had pre-conference | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Had formal observation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Had post-conference      Received written feedback from the Lead Evaluator within 14 calendar days of the observation on any Component in Domain 3 which received a rating of less than | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Highly Effective (based on formal observation)    **Unannounced Observation by April 11, 2025**  Received written feedback from the Secondary Evaluator on any Component of Domain 2 which received a rating of less than Highly Effective (based on | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| unannounced observation to be done by April 11, 2025)    **Information relevant to Domains 1 and 4** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| All information for the Components of Domains 1 and 4 submitted to Lead Evaluator | May 9, 2025 |
| Feedback from the Lead Evaluator received on this information    **Year-End summary of your APPR performance from your Lead Evaluator** | 10 school days after receiving this information |
| Which may be incomplete until Regents data is available | Last school day for  teachers |