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

24-25

September 2024

|  |
| --- |
| 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  |