

## Quick Guide to SAU21 Educator Appraisal & Professional Learning Plans

	SAU21	Experienced Professional Educator EPE Year 1 & 2	EPE Year 3 Intensive	Probationary Professional Educator PPE Year 1-5	EPE Improvement Plan Cycle
April – September 30th	Self-Assessment Rubric	<i>Complete an annual self-assessment annually using the rubric aligned to your position (educator, counselor, nurse, library/media).</i>	<i>Complete an annual self-assessment - This is shared with Administrator during Conferencing.</i>	<i>Complete an annual self-assessment - This is shared with your Administrator during Conferencing.</i>	<i>All EPE requirements are still in place for those on an Improvement Plan Cycle.</i>
	Annual Reflection	Complete between April 1 <sup>st</sup> and the <i>end of the school year annually</i>			
	Conference with Your Administrator	<b>Conferencing</b> can be done at any time after the above are completed. Do not wait until September to schedule this!			
	Goal Setting or Revising  SLOs Student Learning Objectives completed in OASYS	<b>Year 1</b> - Establish a minimum of 3 professional goals <b>by September 30th (2014 allow 1 month buffer until Oct 31st)</b> One goal must be aligned with school/district and 2 goals become SLOs to provide focus over a 3-year cycle. Goals/SLOs may be revised annually.	<b>Intensive Year</b> continue with goals/SLOs by <b>September 30th</b> <i>This is the critical appraisal year; be sure that your SLO data is collected and organized to share with administrator. 2 SLOs in place by 2015-16 for each educator.</i>	Establish a minimum of 3 professional goals by <b>September 30<sup>th</sup></b> . Goals can be revised annually if needed and should be aligned with <b>2 SLOs in place by 2015-16 for each educator.</b>	<b>Improvement Team</b> established to assist with Goal Setting & Improvement Plan prior to <b>May 15</b> ; Improvement Plan will dictate additional activities and review process.
September - April	Mini Observations OASYS	<i>Additional out-of-cycle Mini-Observations may take place at the request of educators using new strategies or curious administrators.</i>	10 Unannounced Mini-Obs (5-15 min.) at least half done by <b>January 31</b> followed by face-to-face discussions with administrator.	10 Unannounced Mini-Obs (5-15 min.) at least half done by <b>January 31</b> followed by face-to-face discussions with administrator.	
	Observational Visits to/from Colleagues OASYS		Complete 3 Collegial Observations (2 with educators coming into your classroom and 1 with you reviewing others)	Complete 3 Collegial Observations (educators coming into your classroom and offering feedback/suggestions)	

			by March 15	by March 15	
	Student Survey Reflection TBD OASYS		Review & Reflect on Student Survey Results	Review & Reflect on Student Survey Results	
By January 31st	Benchmark Conferencing with Administrators				Sept - February meet Improvement Team 1x per month Sept – February meet with Mentor 2x per month
By April 1st	Discussion & Summative Appraisal Form		Summary of 3 Year Goals/SLO Growth Outcomes Reflection & Evaluation Forms By April 1 in Year 3 submit summary of 3 year goals Reflection & Collegial Observation Forms <b>Summative Appraisal Form</b> Completed by Administrator	Summary of 3 Year Goals/SLO Growth Outcomes Reflection & Evaluation Forms By April 1 in Year 3 submit summary of 3 year goals Reflection & Collegial Observation Forms <b>Summative Appraisal Form</b> Completed by Administrator	
April-June 30th	Re-certification SAU21		Licensing Portfolio Checked in MLP and Recertification Form Submitted by April 30th	Only in 3 <sup>rd</sup> year of Certification Cycle	Only in 3 <sup>rd</sup> year of Certification Cycle
	Re-certification NH		Complete through my.doe.nh.gov By June 30th	Only in 3 <sup>rd</sup> year of Certification Cycle	Only in 3 <sup>rd</sup> year of Certification Cycle

MLP/Professional Learning

OASYS/Educator Appraisal