

EVALUATION CHECK SHEET

School Year _____

Name _____

Evaluator _____

	DATE	Contract Compliance? (all answers should be YES or non-applicable)	Yes/No/Non-Appl
Notification of evaluation		Article 10.4: Is this date no later than the 4th week of instruction?	
Delay of Evaluation		Article 10.3.1.1: If you have 10 years of service in the school district, are deemed "highly qualified" by NCLB, and your previous evaluation rated you as "meeting or exceeding standards", then you may ask for a 4-year cycle of evaluation instead of a 2-year cycle. Did you provide in writing a request for this? Did your evaluator agree? (If not, then you must do the evaluation. We suggest that you ask your evaluator put in writing the reasons why your request was denied. It may help in your evaluation later.)	
First conference to set mutual objectives		Article 10.6.1: Is this date no later than the 6th week of the school year?	
		Article 10.6.2: Were you asked to submit 4 or less objectives?	
		Article 10.6.3: Did you and your evaluator mutually agree on the objectives? (If not, see article for solution)	
First Observation		Article 10.7.1: Did the observation last at least 20 minutes?	
First Observation Conference		Article 10.7.1: Did conference occur within 3 days of the observation? (the date can be later with your consent)	
		Article 10.8: If negative observations were discussed, did the evaluator take action to assist you in correcting any cited deficiencies?	
		10.8.1: Specific recommendations for improvement?	
		10.8.2: direct Assistance to implement such recommendations?	
		10.8.3: provision of additional resources to be utilized to assist with improvements?	
		10.8.4: techniques to measure improvements?	
		10.8.5: time schedule to monitor progress? Others? (please list)	

Additional Notes

	DATE	Contract Compliance? (all answers should be YES or non-applicable)	Yes/No/Non-Appl
Second Observation		Article 10.7.1: Did the observation last at least 20 minutes?	

Additional Notes

Second Observation Conference	Article 10.7.1: Did conference occur within 3 days of the observation? (the date can be later with your consent)	
	Article 10.8: If negative observations were discussed, did the evaluator take action to assist you in correcting any cited deficiencies?	
	10.8.1: Specific recommendations for improvement?	
	10.8.2: direct Assistance to implement such recommendations?	
	10.8.3: provision of additional resources to be utilized to assist with improvements?	
	10.8.4: techniques to measure improvements?	
	10.8.5: time schedule to monitor progress?	
	Others? (please list)	

Additional Observation (if needed)		Article 10.7.1: Did the observation last at least 20 minutes?	
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Additional Observation Conference	Article 10.7.1: Did conference occur within 3 days of the observation? (the date can be later with your consent)	
	Article 10.8: If negative observations were discussed, did the evaluator take action to assist you in correcting any cited deficiencies?	
	10.8.1: Specific recommendations for improvement?	
	10.8.2: direct Assistance to implement such recommendations?	
	10.8.3: provision of additional resources to be utilized to assist with improvements?	
	10.8.4: techniques to measure improvements?	
	10.8.5: time schedule to monitor progress?	
	Others? (please list)	

Final Evaluation Conference	DATE	Contract Compliance? (all answers should be YES or non-applicable)	Yes/No/Non-Appl
		Article 10.2: Probationary: Did this meeting occur on or before March 15th?	
		Article 10.3.2: Permanent: Did this meeting occur not later than 30 calendar days prior to the last day of instruction?	
		Article 10.7.2: Were negative conclusion written on the evaluation only after an additional observation?	
		Article 10.11: Were no evaluation conclusions based on the following: standardized test score results, publishers' norms, a pupil's achievement of IEP objectives, performance of an instructional aide or student teacher, use of recording devices without your consent, communication devices, or site success of meeting API/AYP objectives?	
		Article 10.12: Did evaluator rely primarily on classroom observations and evaluation conferences in preparing the evaluation?	
		Article 10.12.1: Did evaluator exclude any deficiencies that were corrected on the final evaluation?	
		Article 10.12.2: Did evaluator exclude unsubstantiated statements from the final evaluation?	
		Article 10.12.3: Did the evaluator exclude negative comments based on unobserved allegations?	
		Article 10.12.3: Did the evaluator notify you of any allegations in writing, including date made or received, the nature, date and source of the allegation?	
		Article 10.12.3: Did the evaluator allow you to write a written response to the allegation(s) and add it to the evaluation?	
		Article 10.12.4: Did the evaluation exclude references to lawful, non-school related personal activities?	
		Article 10.13.1: Was the evaluation in 3 copies and were you given a copy?	

Additional Notes

	DATE	Contract Compliance? (all answers should be YES or non-applicable)	Yes/No/Non-Appl
Signing the evaluation		Article 10.13.2: Did the evaluator acknowledge that by signing that does not mean that you agree with the evaluation, only that you were given a copy?	
		Article 10.13.3: Were you allowed to attach a written statement by June 30th to the final evaluation?	
		Article 10.14: Were you allowed to have VTA representation with you at any evaluation meetings/conferences?	

Additional Notes

If at any time you believe that a contract article has been violated, please try to informally resolve the situation with your evaluator. Bring copies of the contract articles you believe have been violated (and your site rep if you wish) to discuss the situation and possible remedies. This is Level One of the Grievance Procedure (article 11.4.1). It is our hope that all issues can be resolved at this level. But, if you need further assistance, do not hesitate to contact Sylvia Aquino, your Grievance Chairperson, 530-902-1002. The full text of the articles can be accessed on the VTA website: www.vacateachers.org