



Human Resource Services

Documentation of Teacher Evaluation Process

(Content Standard)

Teacher: _____

School Year: _____

Administrator: _____

Site: _____

Pre-Evaluation Conference – Discussion Checklist

- Review and discuss appropriate evaluation option
 - Option 1 (PSL-F107__)
 - Option 2 (PSL-F108__)
 - AB 954

Option 1 – Discuss Items

- Determine number of formal observations
 - Two observations for permanent teachers
 - Three or more observations for probationary and temporary teachers
- Determine timeline for completing formal observations and evaluation process
- Discuss length of formal observation
- Discuss use of walk-through observations
- Sign and date PSL-F106 Pre-Evaluation Conference Record

Option 2 (Teacher designs goals, evaluation, interactions, and benchmarks prior to the pre-conference)

- Refine plan as needed
- Benchmark dates
- Conference dates
- Sign and date PSL-F106 Pre-Evaluation Conference Record

AB 954

- Determine if agreement between principal and employee
- Confirm that teacher has the necessary supplies and materials to deliver the curriculum

Sign and Date Pre-Evaluation Conference Held _____ Date Completed: _____