

ADMINISTRATIVE OBSERVATION REQUIREMENTS 2020-2021

IMPORTANT: All employees must have at least one (1) observation completed prior to the 100th employee work day (January 1, 2021).

Requirements listed below are minimum numbers. Administrators may conduct additional observations as needed.

CLASSROOM TEACHER		
Written Evaluation Score	Formal	Informal
32.00-60.00	1	0
27.00-31.99	1	1
0-26.99	2	1
E & HE w/ DROP date on/before 12/31/22	1	0
New to HCPS or No Eval	1	1

MEDIA SPECIALIST		
Written Evaluation Score	Formal	Informal
39.00-60.00	1	0
32.00-38.99	1	1
0-31.99	2	1
E & HE w/ DROP date on/before 12/31/22	1	0
New to HCPS or No Eval	1	1

H/HB TEACHER		
Written Evaluation Score	Formal	Informal
35.00-60.00	1	0
23.00-34.99	1	1
0-22.99	2	1
E & HE w/ DROP date on/before 12/31/22	1	0
New to HCPS or No Eval	1	1

TECH RESOURCE TEACHER		
Written Evaluation Score	Formal	Informal
45.00 – 60.00	1	0
0-44.99	2	0
New to HCPS or No Eval	2	0

SLH/DHH		
Written Evaluation Score	Formal	Informal
35.00 – 60.00	1	0
0-34.99	2	0
New to HCPS or No Eval	2	0

INSTRUCTIONAL SPECIALIST		
Written Evaluation Score	Formal	Informal
35.00 – 60.00	1	0
0-34.99	2	0
New to HCPS or No Eval	2	0

Observer Requirements:

Principal must complete **at least one (1) observation.**

Principal must complete **at least one (1) observation.** The principal may elect to do only the formal, only the informal (for rubrics that require informals), or both. The AP may complete the remaining observation(s).

Principal must complete **at least one (1) FORMAL observation.** The AP may complete the remaining observation(s).

NOTE: Employees with an overall Final Evaluation Rating of NI or U from 2018-2019 will be assigned one formal observation from a district supervisor in addition to the required administrative observations.

SCHOOL COUNSELOR (NEW!), SCHOOL SOCIAL WORKER, & SCHOOL PSYCHOLOGIST: No observations required. Each employee requires one (1) Midyear Evaluation (with conference) and one (1) Final Evaluation (with conference).