



TEAM Timeline – Professional Teacher

Timeline	TEAM Component	Evaluator Steps	Teacher Steps
August	Introduction of TEAM to staff	<ol style="list-style-type: none"> 1. Review TEAM guidelines 2. Conduct staff meeting about TEAM 	<ol style="list-style-type: none"> 1. Review TEAM guidelines 2. Attend staff meeting about TEAM
Late August – Mid-October	Suggested Observation #1: <ul style="list-style-type: none"> • Announced • 15 min • Planning – 3 indicators 	<ol style="list-style-type: none"> 1. Schedule pre-conference; request lesson plan 2. Pre-conference 3. Observation: Planning domain 4. Prepare for post-conference 5. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 6. Enter in data system 7. File paper observation form in teacher personnel file 	<ol style="list-style-type: none"> 1. Send lesson plan 2. Review TAP Rubric: Planning domain 3. Pre-conference 4. Observation: Planning domain 5. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form 6. Implement feedback around the Area of Refinement.
By October 1st	Other Academic Measures (15%) Conference	<ol style="list-style-type: none"> 1. Schedule conference 2. Review approved measures 3. Conference to select measure 4. Complete sign-off form for 15% measure 	<ol style="list-style-type: none"> 1. Review approved measures 2. Conference to select measure
Mid-October – December	Suggested Observation #2: <ul style="list-style-type: none"> • Announced • Lesson • Instruction – 12 indicators 	<ol style="list-style-type: none"> 1. Schedule pre-conference 2. Pre-conference 3. Observation: Instruction domain 4. Schedule and prepare for post-conference 5. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 6. Enter in data system 7. File paper observation form in teacher personnel file 	<ol style="list-style-type: none"> 1. Review TAP rubric: Instruction domain 2. Pre-conference 3. Observation: Instruction domain 4. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form 5. Implement feedback around the Area of Refinement.
January – February	Suggested Observation #3: <ul style="list-style-type: none"> • Unannounced • 15 min • Environment – 4 indicators 	<ol style="list-style-type: none"> 1. Observation: Environment domain 2. Prepare for post-conference 3. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 4. Enter in data system 5. File paper observation form in teacher personnel file 	<ol style="list-style-type: none"> 1. Observation: Environment domain 2. Review TAP rubric: Environment domain 3. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form 4. Implement feedback around the Area of Refinement.
February – April	Suggested Observation #4: <ul style="list-style-type: none"> • Unannounced • Lesson • Instruction – 12 indicators 	<ol style="list-style-type: none"> 1. Observation: Instruction domain 2. Schedule and prepare for post-conference 3. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 4. Enter in data system 5. File paper observation form in teacher personnel file 	<ol style="list-style-type: none"> 1. Observation: Instruction domain 2. Review TAP rubric: Instruction domain 3. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form 4. Implement feedback around the Area of Refinement.
May	Qualitative Rating Conference	<ol style="list-style-type: none"> 1. Schedule conference 2. Rate on Professionalism rubric 3. Conference <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 4. Enter in data system 5. File paper Professionalism form in teacher personnel file 	<ol style="list-style-type: none"> 1. Review TAP rubric: Professionalism domain 2. Conference <ul style="list-style-type: none"> • Sign-off on Professionalism form
Summer	Teachers notified of Summative Rating		



TEAM Timeline – Apprentice Teacher

Timeline	TEAM Component	Evaluator Steps	Teacher Steps
August	Introduction of TEAM to staff	<ol style="list-style-type: none"> 1. Review TEAM guidelines 2. Schedule staff meeting about TEAM 	<ol style="list-style-type: none"> 1. Review TEAM guidelines 2. Attend staff meeting about TEAM
Late August – September	Suggested Observation #1: <ul style="list-style-type: none"> • Announced • 15 min • Planning – 3 indicators 	<ol style="list-style-type: none"> 1. Schedule pre-conference; request lesson plan 2. Pre-conference 3. Observation: Planning domain 4. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 5. Enter in data system 6. File paper observation form in personnel file 	<ol style="list-style-type: none"> 1. Send lesson plan 2. Review TAP Rubric: Planning domain 3. Pre-conference 4. Observation: Planning domain 5. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form 6. Implement feedback around Area of Refinement
By October 1st	Other Academic Measures (15%) Conference	<ol style="list-style-type: none"> 1. Schedule conference 2. Review approved measures 3. Conference to select measure 4. Complete the sign-off form for 15% measure 	<ol style="list-style-type: none"> 1. Review approved measures 2. Conference to select measure
October – Early November	Suggested Observation #2: <ul style="list-style-type: none"> • Unannounced • Lesson • Instruction – 12 indicators 	<ol style="list-style-type: none"> 1. Observation: Instruction domain 2. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 3. Enter in data system 4. File paper observation form in personnel file 	<ol style="list-style-type: none"> 1. Observation: Instruction domain 2. Review TAP rubric: Instruction domain 3. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form 4. Implement feedback around Area of Refinement
Mid-November – December	Suggested Observation #3: <ul style="list-style-type: none"> • Unannounced • 15 min • Environment – 4 indicators 	<ol style="list-style-type: none"> 1. Observation: Environment domain 2. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 3. Enter in data system 4. File paper observation form in personnel file 	<ol style="list-style-type: none"> 1. Observation: Environment domain 2. Review TAP rubric: Environment domain 3. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form 4. Implement feedback around Area of Refinement
January – Early February	Suggested Observation #4: <ul style="list-style-type: none"> • Announced • Lesson • Instruction – 12 indicators 	<ol style="list-style-type: none"> 1. Schedule pre-conference 2. Pre-conference 3. Observation: Instruction domain 4. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 5. Enter in data system 6. File paper observation form in personnel file 	<ol style="list-style-type: none"> 1. Review TAP rubric: Instruction domain 2. Pre-conference 3. Observation: Instruction domain 4. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form 5. Implement feedback around Area of Refinement
Mid-February – Early March	Suggested Observation #5: <ul style="list-style-type: none"> • Announced • 15 min • Environment & Planning – 7 indicators 	<ol style="list-style-type: none"> 1. Schedule pre-conference; request lesson plan 2. Pre-conference 3. Observation: Environment and Planning domains 4. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 5. Enter in data system 6. File paper observation form in personnel file 	<ol style="list-style-type: none"> 1. Send lesson plan 2. Review TAP rubric: Environment and Planning domains 3. Pre-conference 4. Observation: Environment and Planning 5. Post-conference (informal) <ul style="list-style-type: none"> • Sign-off on paper observation form 6. Implement feedback around Area of Refinement
Mid-March – April	Suggested Observation #6: <ul style="list-style-type: none"> • Unannounced • Lesson • Instruction – 12 indicators 	<ol style="list-style-type: none"> 1. Observation: Instruction domain 2. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 3. Enter in data system 4. File paper observation form in personnel file 	<ol style="list-style-type: none"> 1. Observation: Instruction domain 2. Review TAP rubric: Instruction domain 3. Post-conference (formal) <ul style="list-style-type: none"> • Sign-off on paper observation form 4. Implement feedback around Area of Refinement
May	Qualitative Rating Conference	<ol style="list-style-type: none"> 1. Schedule conference 2. Rate on Professionalism rubric 3. Conference <ul style="list-style-type: none"> • Sign-off on paper observation form • Get teacher sign-off 4. Enter in data system 5. File paper Professionalism form in teacher personnel file 	<ol style="list-style-type: none"> 1. Review TAP rubric: Professionalism domain 2. Conference <ul style="list-style-type: none"> • Sign-off on Professionalism form
Summer	Teachers notified of Summative Rating		