

2009 - 2010 SAEA EVALUATION CHECKLIST

| NAME: SITE: ACTION | HOME OR CELL PHONE #: | PERSONAL E-MAIL ADDRESS: |
|--|--|--|
| | | DATE |
| Did you submit your Standards for Evaluation within 25 days after the students began classes? | 2009-10: on or before 10/5/09 | Date you submitted Standards: _____, 2009 |
| Did you receive in-service training with the past year in the California Standards for the Teaching Profession and the evaluation process and given a copy of the District/Association approved rubric? IF YOU WERE DISPLACED TO A NEW GRADE LEVEL OR SUBJECT MATTER, SAEA recommends you submit a letter to your administrator listing constraints to you receiving below standard evaluation (i.e. rotating grade level curriculum, subject matter taught in ___# years, class size great than _____, etc.) | Yes No | Date you received in-service regarding CSTP: _____, 2009 Date you were given copy of the District/Association approved rubric: _____, 2009 |
| Did you meet with your evaluator within 15 days of submitting your Standards? Did you submit a letter of constraints to your evaluator? | 2009-10: on or before 10/26/09 Yes No Yes No | Date you met with your evaluator: _____, 2009 |
| Did you and evaluator agree to the Standards to be evaluated? Did you & your evaluator meet to discuss the Standards to be observed before each observation? | 2009-10: on or before 10/26/09 Yes No Yes No | Date of your agreement: _____, 2009 |
| Did you agree on 2 dates for the formal observations? | 2009-10: on or before 10/26/09 Yes No | Date 1: _____ Date 2: _____ |
| Did you get a report of your 1st formal observation within 5 days of the Formal Observation? | Yes No | Date of 1st observation: _____ Date of written report: _____ |
| Did you have a post observation conference within 10 days following the 1st observation? | Yes No | Date of 1st conference: _____ |
| Did you get a report of your 2nd formal observation within 5 days of the Formal Observation? | Yes No | Date of 2nd observation: _____ Date of written report: _____ |
| Did you have a post observation conference within 10 days following the 2nd observation? | Yes No | Date of 2nd conference: _____ |
| Did you get a copy of your Formal Evaluation 30 days prior to the end of the school year? | 2009-10: on or before 5/7/10 | Yes No |
| Did you sign your Formal Evaluation? | 2009-10: on or before 5/21/10 | Yes No |

FOR THE USE OF SAEA