Anchorage School District
Certificated Employee Evaluation Document-AEA
Checklist for Evaluation Procedure

This form is for informational use only and should not be turned in as part of the employee evaluation.

Date Completed

1. Mandatory evaluation training must be provided prior to October 1 of each year.

2. Received current evaluation materials i.e., handbook, rubric, access to server instructions for retrieval, video and building evaluation manual.

3. Notification of process: Short Form (focused) or Alternative Model and name of evaluator by September/October. (Evaluator must hold a type B certificate and not be a member or AEA bargaining unit.)
   a. Focused teachers are those needing to meet state standards. All non-tenured teachers must use the Short Form. The goal of the focused teacher is to meet state standards. Goal setting is NOT part of the Short Form process. Professional goal setting is a model in the Alternative Cycle.
   b. The Alternative Evaluation Model is for tenured staff who have met or exceeded the standards. Non-tenured teachers may participate in an alternative model, however they must be evaluated on the Short Form.

4. Conferences should begin in early October. If on Alternative Cycle, skip to #12

5. Pre-observation questionnaire is NOT mandatory. You need only respond to questions regarding standards one and eight.

6. First Pre-observation Conference.
7. First Scheduled Observation.

8. First Post-observation Conference.
9. Second Pre-observation Conference.
10. Second Scheduled Observation.
11. Second Post-observation Conference.
    The teacher has the right to request one additional observation by a mutually acceptable different evaluator.
12. Evaluation must be completed by **February 15** if no -tenured, and **May 15** if tenured. (Teacher has 10 working days grace period to submit comments and sign).
13. Teachers on Alternative Cycle will select a model and submit completed proposal by **October 15**.
14. Principal signs model proposal worksheet.
15. Year-end reports for Alternative models are due **April 25**.
16. Receive principal's comments within 10 working days.
17. Sign and return Year-end Report within 5 working days.

Congratulations! You have completed the Evaluation Process

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