

KINGSTON CITY SCHOOL DISTRICT

OBSERVATION/EVALUATION CYCLE

2020-2021

All Teachers/Staff as defined by Education Law §3012(d)

TENURED

- **2 UNANNOUNCED drop-in observations must be completed**
Only observable items in Domain 2 & 3 will be assessed for TENURED teachers
- **1 observation must be completed by January 29, 2021**
- **1 observation must be completed by June 1, 2021**

Teachers/Staff need to be made aware of the month of the observation **prior to the start of the month**

All observations need to be between 30-60 minutes.

Post-conferences must be held within **10** school days from the observation for all observations.

All required evaluation components must be completed and finalized in StaffTrac by **June 15, 2021**

NON-TENURED

- Minimum of 1 UNANNOUNCED observation completed
All Domains (1-4) will be evaluated for NON-TENURED teachers
- Minimum of 2 ANNOUNCED observations completed
- **1 observation must be completed by January 29, 2021**
- **2 observations must be completed by May 1, 2021**

Teachers/Staff need to be made aware of the month of the observation **prior to the start of the month**

All observations need to be between 30-60 minutes.

Post-conferences must be held within **10** school days from the observation for all observations.

All required evaluation components must be completed and finalized in StaffTrac by **May 15, 2021**