

KINGSTON CITY SCHOOL DISTRICT
APPR/MPPR
OBSERVATION/EVALUATION CYCLE

2023-2024

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

TENURED

- Minimum of 1 UNANNOUNCED observation completed
All Domains (1-4) will be evaluated for TENURED teachers
- **Minimum of 1 ANNOUNCED observation completed**
 - **1 observation must be completed by January 31, 2024**
 - **1 observation must be completed by May 1, 2024**

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 1, 2024**

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 31, 2024**
 - **2 observations must be completed by May 1, 2024**

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 1, 2024**

All observations, inclusive of non-§3012(d), should be entered in StaffTrac.