

**Madison County Public Schools  
Licensed Employee Evaluation Schedule**

<b>Licensed Employees on Annual Contract</b>	
Teachers in the first three years or transfer teachers in one-year probationary period	
<b>FORMAL</b>	
<ul style="list-style-type: none"> <li>• Three observations before April 15 – two of which must be conducted before January 15</li> <li>• Written narratives with optional classroom look-for checklists</li> <li>• Employee meeting with administrator</li> </ul>	
<b>INFORMAL</b>	
<ul style="list-style-type: none"> <li>• As needed</li> </ul>	

<b>Licensed Employees on Continuing Contract</b>			
<b>FORMAL</b>			
Year 1		Year 2	
Formative	Summative	Formative	Summative
<ul style="list-style-type: none"> <li>• Observation before May 15</li> <li>• Written narrative with optional classroom look-for checklist</li> <li>• Employee meeting with administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Assessment and optional narrative</li> <li>• Employee meeting with administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Development Plan developed.</li> <li>• Ongoing Professional Development Plan activities</li> <li>• End –of-Year Professional Development Plan review</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Assessment and optional narrative</li> <li>• Employee meeting with administrator</li> </ul>
<b>INFORMAL</b>		<b>INFORMAL</b>	
<ul style="list-style-type: none"> <li>• Minimum of two per year</li> </ul>		<ul style="list-style-type: none"> <li>• Minimum of two per year</li> </ul>	

## Notes:

1. Number of formal and informal observations are always a minimum. Additional observations may be conducted.
2. Observations may be announced or unannounced.
3. Teachers on Plans of Assistance will have a minimum of three formal observations per year.

Superintendent Approved Regulation: September 13, 2010