A Category 1 teacher is either on a temporary certificate, new to the district, returning to the district from a break in service, or new to the profession.

### 2021-2022 Category 1 Classroom Teacher Observation Timeline

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Walkthrough</td>
<td>4</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Informal</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Formal</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Other Evaluation Information

- **Self-Evaluation Must Be Completed:** October 13, 2021
  - For employees hired after August 10, must be completed no later than the first 45 student days after employment start date.

- **Interim Evaluations:** January 4 – 25, 2022
  (required for all Category 1 teachers)

- **Mid-Year SAO Conferences:** January 4 – 25, 2022
  (required for all Category 1 teachers & any other teacher requesting Targets to be changed)

- **Last day to conduct observations:** April 7, 2022

- **Last day to enter data in Journey:** April 14, 2022

- **SAO Summative Evaluations & Final Evaluation Conferences**
  (formerly known as Stage 1): April 18 – May 11, 2022

- **Formal Observation** = Full class period or 60 min., whichever is less

- **Informal Observation** = no less than 20 minutes
  - An informal must be conducted prior to a formal.

- **Walkthrough Observation** = no less than 10 minutes
  - The completion of 2 walkthroughs is required prior to conducting an informal.
  - Walkthroughs must be conducted for the first 3 quarters only.

  **CBA language (15.2-2):**
  The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last finalized observation.

#### PDP Teacher Requirements

- minimum of 1 formal observation each 90 days while engaged in the PDP process
- minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process
- 3 walkthrough observations each 90 days while engaged in the PDP process
A Category 2 teacher is a teacher on a professional teaching certificate with at least one year of teaching experience.

### 2021-2022 Category 2 Classroom Teacher Observation Timeline

<table>
<thead>
<tr>
<th>Walkthrough</th>
<th>Informal</th>
<th>Formal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st &amp; 2nd Quarters</strong>&lt;br&gt;August 10, 2021 – December 17, 2021</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>3rd Quarter</strong>&lt;br&gt;January 4, 2022 - March 10, 2022</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>4th Quarter</strong>&lt;br&gt;March 11, 2022 - April 7, 2022</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Other Evaluation Information**

- **Self-Evaluation Must Be Completed:** October 13, 2021
  - For employees hired after August 10, must be completed no later than the first 45 student days after employment start date.

- **Interim Evaluations:** January 4 – 25, 2022<br>(required for all Category 1 teachers)

- **Mid-Year SAO Conferences:** January 4 – 25, 2022<br>(required for all Category 1 teachers & any other teacher requesting Targets to be changed)

- **Last day to conduct observations:** April 7, 2022
- **Last day to enter data in Journey:** April 14, 2022

- **SAO Summative Evaluations & Final Evaluation Conferences**<br>(formerly known as Stage 1): April 18 – May 11, 2022

**PDP Teacher Requirements**

- minimum of 1 formal observation each 90 days while engaged in the PDP process
- minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process
- 3 walkthrough observations each 90 days while engaged in the PDP process

**CBA language (15.2-2):**
The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last finalized observation.