

### **3.006 Teacher Evaluation System Process**

1. Probationary Teachers (years 1-4 at the Clerc Center) will be evaluated in November and in February or March, while permanent teachers (years 5 and up at the Clerc Center) will receive their evaluation in May.
2. The Clerc Center uses a “walk through” policy for classroom observations. School administrators and immediate supervisors will conduct brief “walk-throughs” of classes. Each “walk through” will last about 15 minutes and is generally unannounced.
3. Immediate supervisors will complete a feedback form, which will be given to the teacher’s supervisor and used as part of the TES.
4. Supervisors will be complete the Clerc Center TES form as part of the evaluation.
5. Teacher Improvement plans may be given at any time if deemed necessary.