

*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.*

## 2025-2026 Category 1 Classroom Teacher Observation Timeline

|                                    | 1st Quarter<br>August 11, 2025 –<br>October 10, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2nd Quarter<br>October 14, 2025 -<br>December 19, 2025 | 3rd Quarter<br>January 7, 2026 -<br>March 12, 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4th Quarter<br>March 13, 2026 -<br>April 10, 2026 |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Walkthrough                        | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2                                                      | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |
| Informal                           | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |
| Formal                             | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |
| Other<br>Evaluation<br>Information | <p>Self-Evaluation Must Be Completed: October 10, 2025<br/>For employees hired after August 11, must be completed no later than the first 45 student days after employment start date.</p> <p>Mid-Year SAO Conferences: January 5 – 30, 2026<br/>(required for all Category 1 teachers &amp; any other teacher requesting Targets to be changed)</p> <p>Interim Evaluations: January 5 - 30, 2026<br/>(required for all Category 1 teachers)</p> <p>Last day to conduct observations: April 10, 2026<br/>Last day to enter data in Journey: April 17, 2026</p> <p>SAO Summative Evaluations &amp; Final Evaluation Conferences (formerly known as Stage 1): April 20 – May 13, 2026</p> |                                                        | <p>Formal Observation = Full class period or 60 min., whichever is less</p> <p>Informal Observation = no less than 20 minutes</p> <ul style="list-style-type: none"> <li>○ An informal must be conducted prior to a formal.</li> </ul> <p>Walkthrough Observation= no less than 10 minutes</p> <ul style="list-style-type: none"> <li>○ The completion of 2 walkthroughs is required prior to conducting an informal.</li> <li>○ Walkthroughs must be conducted for the first 3 quarters only.</li> </ul> <p><b><u>CBA language (15.2-2):</u></b></p> <p><b>The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last <u>finalized</u> observation.</b></p> |                                                   |

### 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.***

## 2025-2026 **Category 2** Classroom Teacher Observation Timeline

|                                                                                                                                                                                                                                                                                                                                                                                         | 1st Quarter<br>August 11, 2025 –<br>October 10, 2025                                                                                                                               | 2nd Quarter<br>October 14, 2025 -<br>December 19, 2025 | 3rd Quarter<br>January 7, 2026 -<br>March 12, 2026                                                                                                                                                                   | 4th Quarter<br>March 13, 2026 -<br>April 10, 2026 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Walkthrough                                                                                                                                                                                                                                                                                                                                                                             | 1                                                                                                                                                                                  | 1                                                      | 1                                                                                                                                                                                                                    |                                                   |
| Informal                                                                                                                                                                                                                                                                                                                                                                                | 1                                                                                                                                                                                  |                                                        |                                                                                                                                                                                                                      |                                                   |
| Formal                                                                                                                                                                                                                                                                                                                                                                                  | 1                                                                                                                                                                                  |                                                        |                                                                                                                                                                                                                      |                                                   |
| Other<br>Evaluation<br>Information                                                                                                                                                                                                                                                                                                                                                      | Self-Evaluation Must Be Completed: October 10, 2025<br>For employees hired after August 11, must be completed no later than the first 45 student days after employment start date. |                                                        | Formal Observation = Full class period or 60 min.,<br>whichever is less                                                                                                                                              |                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                         | Mid-Year SAO Conferences: January 5 – 30, 2026<br>(required for all Category 1 teachers & any other teacher requesting Targets to be changed)                                      |                                                        | Informal Observation = no less than 20 minutes<br>○ An informal must be conducted prior to a formal.                                                                                                                 |                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                         | Interim Evaluations: January 5 - 30, 2026<br>(required for all Category 1 teachers; optional for Cat. 2)                                                                           |                                                        | Walkthrough Observation= no less than 10 minutes<br>○ The completion of 1 walkthrough is required prior to conducting an informal.<br>○ Walkthroughs must be conducted for the first 3 quarters only.                |                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                         | Last day to conduct observations: April 10, 2026<br>Last day to enter data in Journey: April 17, 2026                                                                              |                                                        | <b><u>CBA language (15.2-2):</u></b><br><b>The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last <u>finalized</u> observation.</b> |                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                         | SAO Summative Evaluations & Final Evaluation Conferences<br>(formerly known as Stage 1): April 20 – May 13, 2026                                                                   |                                                        |                                                                                                                                                                                                                      |                                                   |
| <b>PDP Teacher Requirements</b> <ul style="list-style-type: none"><li>• minimum of 1 formal observation each 90 days while engaged in the PDP process</li><li>• minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process</li><li>• 3 walkthrough observations each 90 days while engaged in the PDP process</li></ul> |                                                                                                                                                                                    |                                                        |                                                                                                                                                                                                                      |                                                   |