**Plan I --- Individual Development Plan**

**Post-Observation Conference Form**

*(Completed by the administrator and discussed with the teacher at the Post-Observation Conference. This document serves as a mid-year evaluation document in compliance with state legislation for first year employees with an IDP.)*

Teacher:

Administrator:       Evaluation Date:

Summarize the following areas from the Individual Development Plan:

Standards of Effective Teaching:

|  |
| --- |
|  I. Classroom Environment:       |
|  II. Preparation and Planning:        |
| III. Instruction:       |
|  IV. Assessment:        |
| V. Communication and Professional Responsibilities:       |

**Post-Observation Conference Form (continued)**

The Professional Portfolio Review Dates:

 [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reviewed

 [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reviewed

|  |
| --- |
| **Teacher Comments:**  |
| **Administrator Comments:**  |

**Observed/Reviewed:** [ ]  Lesson Plan [ ]  Student Engagement [ ]  State Curriculum

**Total Days Absent (School year to date):** \_\_\_\_\_\_Illness \_\_\_\_\_\_Care of Family \_\_\_\_\_Personal

Business \_\_\_\_\_\_Conferences\_\_\_\_District Related

\_\_\_\_\_\_Other (Please Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**District PD attended (list dates):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Administrator’s Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Personnel file

***\*****The goals must include student growth data and standards for effective teacher best practice professional growth. This means that Standard IV and specifically Element 5 Student Growth and Assessment must be addressed on the Year End Evaluation and it must be weighted as 25% of the evaluation.*