

	SAU21	EPE Year 1 & 2	EPE Year 3 Intensive	PPE Year 1-5	Improvement Plan Cycle
April – September 30th	Self-Assessment Rubric	<p><i>Year 1 -complete a self-assessment using the rubric aligned to your position (educator, counselor, nurse, library/media</i></p> <p><i>Year 2 -review an update if necessary</i></p>	<i>review an update if necessary.</i>	<i>Complete an annual self-assessment - This is shared with your Administrator during Conferencing.</i>	<i>All EPE requirements are still in place for those on an Improvement Plan Cycle.</i>
	Goals Reflection	Year 3 only <i>prior to the recertification process if in year 3</i>			
	Goal Setting Conference with Your Administrator	<p>Conferencing can be done at any time after the above are completed.</p> <p>Do not wait until October to schedule this!</p>			
	Goal Setting or Revising SLO Student Learning Objective completed in OASYS	<p>Year 1 - Establish a minimum of 3 professional goals by October 15th</p> <p><i>One goal must be aligned with school/district and 1 goal becomes a SLO to provide focus over a 3-year cycle. Goals/SLO may be revised annually.</i></p>	<p>Intensive Year continue with goals/SLO by October 15th</p> <p><i>This is the critical appraisal year; be sure that your SLO data is collected and organized to share with administrator. 1 SLO in place by for</i></p>	<p>Establish a minimum of 3 professional goals by October 15th. Goals can be revised annually if needed and should be aligned with 1 SLO in place for each educator.</p>	<p>Improvement Team <i>established to assist with Goal Setting & Improvement Plan</i></p> <p><i>prior to</i></p> <p>May 15; Improvement Plan will dictate additional activities and review process.</p>

			<i>each educator.</i>		
September - April	<p align="center">Mini Observations</p> <p align="center">OASYS</p>	2-3 Mini observ. in Year 1 and 2.	<p>5-6 Unannounced Mini-Obs (5-15 min.) at least half done by January 31 followed by face-to-face discussions with administrator. Total of 10 in cycle by the end of this year</p>	<p>Year 1</p> <p>10 Unannounced Mini-Obs (5-15 min.) 5-6 completed by February of year 1. 5-10 observ. each subsequent year followed by face-to-face discussions with administrator.</p>	
	<p align="center">Observational Visits to/from Colleagues</p> <p align="center">OASYS</p>		<p>Complete 3 Collegial Observations by March 15</p>	<p>Complete 3 Collegial Observations (educators coming into your classroom and offering feedback/suggestions) by March 15</p>	
By January 31st	<p align="center">Benchmark Conferencing with Administrators</p>	If needed	<p>scheduled during the 3rd year only</p>	<p>scheduled each year</p>	<p>Sept - February</p> <p>meet Improvement Team 1x per month</p> <p>Sept - February</p> <p>meet with Mentor</p> <p>2x per month</p>
By April 1st	<p align="center">Discussion & Summative Appraisal Form</p>		<p>Summary of 3 Year Goals/SLO Growth Outcomes</p> <p>Reflection & Evaluation Forms</p> <p>By April 1 in Year 3 submit summary of 3 year goals Reflection &</p>	<p>Summary of 3 Year Goals/SLO Growth Outcomes</p> <p>Reflection & Evaluation Forms</p> <p>By April 1 in Year 3 submit summary of 3 year goals Reflection & Collegial Observation Forms</p> <p>Summative</p>	

			Collegial Observation Forms Summative Appraisal Form and Administrative Summary Completed by Administrator	Appraisal Form and Administrative Summary Completed by Administrator	
April-June 30th	Re-certification SAU21		Licensing Portfolio Checked in MLP and Recertification Form Submitted by April 30th	Only in 3 rd year of Certification Cycle	Only in 3 rd year of Certification Cycle
	Re-certification NH		Complete through my.doe.nh.gov By June 30th	Only in 3 rd year of Certification Cycle	Only in 3 rd year of Certification Cycle

OASYS/Appraisal Forms

If you have further questions please contact your Professional Learning Reps or speak with your Administrators. Your fellow teachers, administrators and school board reps worked for close to 2 years in revising our system. We will be implementing and learning how to use our electronic support mechanism (My Learning Plan) throughout the year.