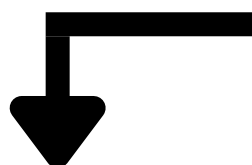


Observations, Ratings & Plans of Action

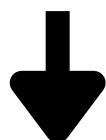
Observations and Ratings are only grievable for failure to follow the procedures outlined in Article 16 of the TAAAC Collective Bargaining Agreement. The content of the Observations and Ratings can always have a rebuttal written and attached and/or are subject to a 4-205 appeal, a much tougher standard of proof for the Unit I member.

Please use the following checklist to see if procedural errors were made by your administrator.

TAAAC Checklist



If the answer to any of these questions are "No", procedural errors were made. You should alert your TAAAC Building Representative and UniServ Director immediately.



A grievance must be presented at the appropriate level within 15 school days after the aggrieved person knew or should have known, of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived. Article 19. I. (Time Limit for Initiating Grievance).

General

- ☐ Was the observation (scheduled or unscheduled) conducted with the full knowledge of the individual?
- ☐ Were the two observations at different times of the day?
- ☐ Were varied types of activities seen?

Formal/Scheduled Observation

- ☐ Were you provided five (5) duty days' notice prior to the Formal Observation?
- ☐ Was a private conference held within five (5) duty days when both parties were on site?
- ☐ Was a written evaluation provided within ten (10) duty days?
- ☐ Did the written evaluation provide: in simple, precise language specific recommendations for improvement where deficiencies existed?

Rating

- ☐ Was the rating form provided during the rating conference?
- ☐ Did two different people do observations during the school year?
- ☐ Was the rating received prior to the last day for teachers?
- ☐ Were there at least two classroom observations at least 30 days apart during the rating year?
- ☐ Was at least one of the two observations scheduled/formal?
- ☐ Were the two observations each at least 30 consecutive minutes?

Person Responsible for Rating

- ☐ Were you rated by your building principal?
- ☐ If you are an itinerant Unit I member, were you rated by your base school principal?
- ☐ If itinerant, did your base school principal receive input from the principals of the other schools you serve?