

2024 –2025 Academic Year

Escambia Educator Evaluation (E3) Timeline**ON or BEFORE:**

September 6, 2024 Statute 1012.34	Orientation of teachers to the E3 program and the PDP including: <ul style="list-style-type: none"> • The E3 Evaluation and the Framework for Teaching Online forms to be utilized • The rating scale of the system • Documentation strategies • Philosophy, methodology • Schedule individual/group planning meetings Teachers will add their evaluator at the E3 Orientation Training
December 20, 2024	The LAST start date in which employees hired will require at least one evaluation. (Any employees that begin after this date will not work 99+ days and do not require an evaluation.)
January 6, 2025	Complete at least one formal observation/conference (observation, follow-up conference, artifact review, pre/post observation survey) and one informal observation (walkthrough) with each teacher, one of which must be a formal classroom observation and SHARED in Powerschools/TalentED. <ul style="list-style-type: none"> • All probationary contract and annual contract teachers must have two formal observations during the school year per state statute. The second observation can occur anytime after the first observation is complete. Complete PDP “Beginning of Year Signatures” (Evaluator & Teacher).
January 17, 2025	Select a mid-year rating for each teacher from within their E3 plan. The rating should be equivalent to the (current) lowest individual component rating from FEAP Standards 2 and 3. The mid-year rating is purely informational and is for state reporting purposes; this specific rating is NOT averaged into the final professional practice rating at the end of the year.
February 7, 2025	Recommended Artifact Submission process orientation (if not completed in August).
March 14, 2025	If a teacher has earned an overall Unsatisfactory rating or the second consecutive Needs Improvement, the evaluation must be shared and finalized, and a post-observation conference completed no later than the end of the day on March 14 for Standards 1-5. The conference should take place within 5-10 working days after the observation that the Unsatisfactory rating was received. *Note: If a teacher’s actions lead to marking a Needs Improvement or Unsatisfactory rating in FEAP Standard 6 , the rating should be entered within 5 to 10 working days of the action that led to the rating. If an action is egregious after the March 15th date, however, the rating should still be entered into the system and strategies given within 5-10 working days.
May 2, 2025	Optional Artifact Submission process completed by teachers. (Not required, but recommended)
May 9, 2025	During the second semester , conduct the second required formal observation if not completed in the first semester and one informal observation (walkthrough). <ul style="list-style-type: none"> • Probationary teacher • Annual contract teacher • “New to the district” teacher • Struggling teacher And conduct a post-observation conference in which appropriate Framework components are reviewed.
May 23, 2025	Conduct a conference with each teacher to review artifacts and to conclude the Final Appraisal.
May 28, 2025	E3 must be completed and signed off by teacher and evaluator.