



# SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Office of Human Resources

Christopher Miller, Ed.D., Chief Human Resources Officer

## Memorandum

**To:** All Administrators  
**From:** Dr. Donna Vallese, Coordinator of Educator Effectiveness  
**Date:** November 13, 2019  
**Re:** Differentiated Number of Classroom Observations per Length of Service in a Given Year

Every year we have staff who come and go for various reasons. We want to ensure that evaluations are fair, conducted in an equitable manner, and that we can provide feedback and allow time for that feedback to be implemented. In order to accommodate the various number of months some teachers and long-term substitutes serve during a given school year, we have made adjustments to the number of observations that would be required based on the amount of time they are in the classroom. Please refer to the charts below.

Non-Tenured Teachers				
Length of Service During Current Year	6-10 months	4-5 months	2-3 months	1 month
<b># of Lead Observations</b>	1 Announced AND 1 Unannounced	1 Announced AND 1 Unannounced	1 Announced	None
<b># of Independent Observations</b>	1 Announced AND 1 Unannounced	1 Unannounced	None	None

Tenured Teachers			
Length of Service During Current Year	6-10 months	2 - 5 months	1 month
<b># of Lead Observations</b>	1 Announced	1 Announced	None
<b># of Independent Observations</b>	1 Unannounced	None	None

Long Term Substitute and Terminal Substitutes			
Length of Service During Current Year	5-10 months	2-4 months	1 month
<b># of Lead Observations</b>	1 Announced	1 Announced	None
<b># of Independent Observations</b>	1 Announced - Optional	None	None