



SYRACUSE CITY SCHOOL DISTRICT

Anthony Q. Davis, Interim Superintendent of Schools

Office of Human Resources

Lisa A. Wade, Chief Human Resources Officer

MEMORANDUM

TO: All Administrators

FROM: Jeannie Aversa, Director of Staff Effectiveness

DATE: August 22, 2022

RE: Number of Classroom Observations per Length of Service

To ensure that evaluations and feedback cycles are conducted in a fair and equitable manner, please refer to the chart below that outlines the adjustments made to the number of observations required based on a teacher or LTS's length of service.

Non-Tenured Teachers			
Length of Service for Current Year	5 months or more	2- 4 months	Under 2 months
# of Lead Observations	1 Announced AND 1 Unannounced	1 Announced	None
# of Independent Evaluations	1 Announced	None	None

Tenured Teachers			
Length of Service During Current Year	5 or more	2-4 months	1 month
# of Lead Evaluations	1 Announced	1 Announced	None
# of independent Observations	1 Unannounced	None	None

Long Term Substitute and Terminal Substitutes			
Length of Service During Current Year	5 or more	2-4 months	Under 2 moths
<i># of Lead Observations</i>	1 Announced	1 Announced	None
<i># of Independent Observations</i>	1 Announced	None	None