



EVALUATION TIMELINE

| Due Date | Activity for Improvement | <input checked="" type="checkbox"/> as completed |
|--|---|--|
| July-August | <ul style="list-style-type: none"> • Welcome Back visitation by Administrator • Distribute information on Evaluation process and timeline (Staff PD Day, ER, or other form of communication). | |
| September 1 – May 1 | <ul style="list-style-type: none"> • Begin observations – may schedule 45 min. | |
| September | <ul style="list-style-type: none"> • GAP discussion and requirements from Administrator (ER or other communication). | |
| October | <ul style="list-style-type: none"> • GAP due to administrator- usually due before fall break. | |
| End of October | <ul style="list-style-type: none"> • GAP's evaluated and ready for ESC to review. | |
| Checkpoint #1 for Certified Staff | <ul style="list-style-type: none"> • <i>Where are we with the observations?</i> If you are concerned about the amount of times you have been observed, please discuss with your evaluator NOW! | |
| April | <ul style="list-style-type: none"> • Teachers can volunteer to turn in GAP Reflections or schedule an early Evaluation Conference with administrator. | |
| Checkpoint #2 | <ul style="list-style-type: none"> • Testing Windows are approaching – <i>Where are we with observations?</i> Check your numbers. Don't feel rushed! | |
| April 1 – May 30 | <ul style="list-style-type: none"> • Final Evaluation Meetings will be scheduled | |
| May 1 | <ul style="list-style-type: none"> • All GAP Reflections are due to Administrators | |
| May | <ul style="list-style-type: none"> • Evidence Report is due to your Administrator seven working days prior to your scheduled Final Evaluation meeting. • Administrator will send a "Draft" of the final evaluation at least 24 hours before the Final Evaluation meeting. | |
| Mid-June | <ul style="list-style-type: none"> • All Certified Staff Evaluations should be finalized and copies sent to ESC. All data should be entered in SFS. | |