

Certified Evaluation Timeline – 2018-19

September 15, 2018

- Last date for meeting with all certified staff to review evaluation process, evaluation types, timeline, steps and online management system.
- Last date for Building Principal to complete Initial Evaluation Set-up to assign evaluators.

October 15, 2018

- Last date for Teacher to submit request for Alternative Option process.
- Last date for Evaluators to complete Initial Evaluation Set-up to assign evaluation type.
- Last date for Teachers to submit proposed Professional Growth/MSL Plan for evaluator review.

October 31, 2018

- Last date for Evaluators to approve Professional Growth Goals/MSL Plan.

January 31, 2019

- Date by which Evaluators must complete at least one formal observation.
- Last date for Mid-Year Review meetings to be held and acknowledged.
- Last date for Self-reflections to be submitted to evaluator by teachers using Alternative Options process.

February 28, 2019

- Last date for teachers to request an additional formal observation from evaluator.

March 1, 2019

- Initial End of Year Reviews can begin.

April 20, 2019

- Last date for Initial End of Year Review Reports to be completed and shared by evaluator.
 - Professional practices rubric ratings or end of year summary/reflection based on individual Alternative Option requirements, summary of strengths and weaknesses, professional growth recommendations, dates of observations and recommendation for employment for the following year complete.

May 15, 2019

- Last date for Final End of Year Review Reports to be completed and shared by evaluator.
 - Final professional practices and MSL ratings, final overall rating complete.
 - Final end of year summary/reflection based on individual Alternative Option requirements complete.
 - Final Professional Growth/MSL Plan results submitted to evaluator by teachers using Alternative Options process.