# Administration Evaluation Timeline

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| **Activity:** | **Completed By:** |
| Superintendent, principal or designee meets with evaluators and educators to explain evaluation process | *Opening Day* |
| Evaluator meets with first-year educators to assist in self-assessment and goal setting processEducator submits self-assessment and proposed goals | *Between the first day of school and* October 1 |
| Evaluator meets with Educators in teams or individually to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report meeting in prior school year) | *Between the first day of school and* October 15 |
| Evaluator completes Educator Plans | by November 1 |
| Evaluator should complete first observation of each Educator | by November 15 |
| Educator on a one year plan submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired)\* or four weeks before **Formative Assessment Report** date established by Evaluator | by *January 5\** |
| Evaluator should complete mid-cycle **Formative Assessment Reports** for Educators on one-year Educator Plans | by *the last day of school before Feb. vacation begins* |
| Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator | *within 10 school days of when the formative assessment report was completed* |
| Educator on a two year plan submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) in year one for the Formative Evaluation Report\* or four weeks before **Formative Evaluation Report** date established by Evaluator | by *March 15th* |
| Evaluator should complete mid-cycle **Formative Evaluation Reports** for Educators on two-year Educator Plans | *by the last day of school before April vacation begins* |
| Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired)\*or 4 weeks prior to **Summative Evaluation Report** date established by evaluator | by *April 20\** |
| Evaluator conducts formative evaluation meeting, if any, for educators on two-year educator plans | within 10 school days after the return from April vacation |
| Evaluator completes Summative Evaluation Report | between the day April vacation begins and May 31 |
| Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory | by June 1 |
| Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator | by June 10 |
| Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt | by June 15 |