

## **The Timeline for Educator Evaluation Cycle - Developing Educator Plan** (All Educators without PTS)

### **Self-Assessment/Proposed Goals Due on the First Monday of October**

(First year: Evaluator will meet with you to assist you by the due date.)

### **Educator Plan Due on Third Monday of October**

(First year: Evaluator will meet to help you establish by the due date.) The evaluator must complete by **first Monday of November** and educator must sign within 5 school days

**Implementation/ Collection of Evidence** takes place from **October to April**

### **Observations by November 15 to May 15th**

(First year: At least 1 announced and 1 unannounced of no less than 30 minutes and 4 unannounced of no less than 10 minutes)

(Second and third year: At least 1 announced of no less than 30 minutes and 3 unannounced of no less than 10 minutes)

### **Formative Assessment**

Submission of evidence must take place by **the Tuesday after the MLK Jr. Holiday**

The evaluator must complete by **the first Monday of February** and educator must sign within 5 school days

A **Formative Assessment Meeting** may be requested by either evaluator or educator and is to be held by **the 2nd Monday in February**

### **Summative Evaluation**

Submission of evidence must take place by **the Friday before the April vacation week**

The evaluator must complete **the third Monday in May** and educator must sign within 5 school days

### **Summative Evaluation Meeting**

The evaluator **must meet** with an educator rated needs improvement or unsatisfactory by the **first Friday in June**

May be requested by either evaluator or educator with the educator rated proficient or exemplary by the **third Friday in June**

The educator has the right to respond in writing by **the last day of school**

**Revised by the Supervision and Evaluation Committee on 3/20/17** Teacher and Caseload Educator Contract April 2017 Page 20 of 22

# **The Timeline for Educator Evaluation Cycle - 2-Year Self-Directed Growth Plan**

**(Rated Overall Proficient or Exemplary)**

**Self-Assessment/Proposed Goals Due on the first Monday of October**

**Educator Plan Due on the third Monday of October**

The evaluator must complete by **first Monday of November** and educator must sign within 5 school days

**Implementation/ Collection of Evidence** takes place from **October (of year one) to April (of year two)**

**Observations by May 15th of year two**

At least 1 unannounced of no less than 10 minutes

**Formative (Year 1 of 2) and Summative (Year 2 of 2) Evaluation Conferences:**

- In lieu of completing binders and/or uploading evidence to TeachPoint you will need to schedule a **conference** with your primary evaluator between **April 1 and the evidence due date (see below)** regarding your Formative/Summative Evaluation Rating
- In advance of the conference, please review your goals, educator plan, and the evaluation rubric language.
- Prior to your conference please submit a completed **self-evaluation** in TeachPoint using the appropriate mid-cycle review (Year 1 of 2) form or end-of-cycle review (Year 2 of 2) form.
- Evidence supporting the Professional and Student Learning goals as well as any additional evidence requested by your evaluator will be required to be submitted by the **third Monday in May** for Formative (Year 1 of 2) or **second Monday in May** for Summative (Year 2 of 2)

**Formative Evaluation**

The evaluator must complete by **the first Monday in June** and the educator must sign within 5 school days

A **Formative Evaluation Meeting** may be requested by either evaluator or educator and is to be held by **the last day of school of year one**

**Summative Evaluation**

The evaluator must complete by **the first Monday in June** and educator must sign within 5 school days

A **Summative Evaluation Meeting** with the educator rated proficient or exemplary may be requested by either evaluator or educator and take place by **the last day of school**

The evaluator **must meet** with an educator rated needs improvement or unsatisfactory by **the second Monday in June**

The educator has the right to respond in writing by **the last day of school**

**Revised by the Supervision and Evaluation Committee on 8/2/16** Teacher and Caseload Educator Contract April 2017 Page 21 of 22

# **The Timeline for Educator Evaluation Cycle - Directed Growth Plan** (Educators with PTS Rated Overall Needs Improvement)

**Self-Assessment/Proposed Goals Due on the first Monday of October**

**Educator Plan Due on the third Monday of October**

The evaluator must complete by **first Monday of November** and educator must sign within 5 school days

**Implementation/ Collection of Evidence** takes place from **October to April**

**Observations by November 15 to May 15th**

At least 2 unannounced of no less than 10 minutes

**Formative Assessment**

Submission of evidence must take place by **the Tuesday after the MLK Jr. Holiday**

The evaluator must complete by **the first Monday of February** and educator must sign within 5 school days

A **Formative Assessment Meeting** may be requested by either evaluator or educator and is to be held by **the 2nd Monday in February**

**Summative Evaluation**

Submission of evidence must take place by **the Friday before the April vacation week**

The evaluator must complete **the third Monday in May** and educator must sign within 5 school days

**Summative Evaluation Meeting**

The evaluator **must meet** with an educator rated **by the first Friday in June** needs improvement or unsatisfactory

May be requested by either evaluator or educator with the educator **by the third Friday in June** rated proficient or exemplary

The educator has the right to respond in writing by **the last day of school**

**Revised by the Supervision and Evaluation Committee on 8/2/16** Teacher and Caseload Educator Contract April 2017 Page 22 of 22