

Evaluation Plan Timeframes

The following timelines summarize the various timelines and deadlines referred to throughout the Teacher Evaluation Plan and also contained with the Appendices.

<i>Timeframe or Deadline</i>	<i>Process or Step</i>	<i>Forms Required (if any)</i>
Distributed by the first day of student attendance.	Evaluator distributes the formal observation schedule with the planned week of dates for the school year to all affected teachers.	Formal Observation Schedule
Evaluator or teacher will notify the other a minimum of one week prior to scheduled date.	In the event circumstances arise that make it necessary to make changes to the formal observation schedule.	None
Submitted by September 1 st of each school year.	Teacher completes the first section of the Student Learning Objective Template.	Student Learning Objective Template (Appendix C)
Submitted by October 1 st of each school year.	Teacher completes and submits the student names and baseline scores.	SLO Roster and Scoring Template (Appendix D)
Submitted at least one (1) day prior to the Pre-Observation Conference.	Teacher completes the Pre-Observation Self-Evaluation form and submits to the evaluator.	Pre-Observation Self-Evaluation (Appendix E)
Submitted within two (2) days after the scheduled observation.	Teacher completes Post-Observation Reflection Conference form and submits to the evaluator.	Post-Observation Reflection Conference (Appendix G)
Submitted at least one (1) day prior to the Post-Observation Reflection Conference.	Evaluator provides any necessary post-observation conference documents to the teacher.	If Necessary
Within ten (10) school days of the formal observation.	Evaluator and teacher conduct the post observation reflection conference.	Post-Observation Reflection Conference (Appendix G)
Submitted by February 1 st of each school year.	Teacher submits any artifacts or evidence to the evaluator on or with the Annual Professional Responsibilities Data Collection form.	Annual Professional Responsibilities Data Collection (Appendix H)
Submitted by February 1 st of each school year.	Teacher administers final assessment and completes and submits final scores to the evaluator.	SLO Roster and Scoring Template (Appendix D)
At least 24 hours prior to review of the Final Summative Evaluation Score and Rating Report	Evaluator provides teacher with a copy of the Final Summative Evaluation Score and Rating Report	Final Summative Evaluation Score and Rating Report (Appendix L)
Within ten (10) working days of receipt of this form Final Summative Evaluation Score and Rating Report	The teacher may attach written comments for inclusion in his/her personnel file (if necessary).	Final Summative Evaluation Score and Rating Report (Appendix L)
Within thirty (30) days after the completion of a summative evaluation rating in which a teacher is rated as Needs Improvement in any one or more domains, or on the summative evaluation rating.	Teacher and evaluator develop the Individual Growth Plan (if necessary).	Individual Growth Plan (Appendix I)
Completed by March 1st of summative evaluation year.	All formal observations, post conferences and final summative evaluations are completed.	None