

Appendix B- Evaluation Plan Timeframes and Responsibilities

The following timelines summarize the various timelines and deadlines referred to throughout the Teacher Evaluation Plan and also contained with the Appendices. **Evaluations will be completed by March 1st.**

Schedule for Non- Tenured Teachers

Evaluation Scheduling Meeting (Round 1)	See Evaluation Schedule for date and time	In Teacher Binder given by administration
Pre-Observation Self-Evaluation	Filled out one day prior to Pre-Conference	Appendix D in Frontline
Artifacts	See appendix C	Uploaded into Frontline as pdf
Post-Observation Reflection	Filled out within 2 days after the observation	Appendix F in Frontline
Post Observation Meeting	Schedule with administration within 10 days of observation	No additional forms needed
Evaluation Scheduling Meeting (Round 2)	See Evaluation Schedule for date and time	In Teacher Binder given by administration
Post-Observation Reflection (Round 2)	Filled out within 2 days of observation	Appendix F in frontline
Final Submission of Artifacts	By February 1st	Uploaded into Frontline as pdf
Final Summative Evaluation Score and Rating Report	Completed by Administration 24 hours before review with teacher	Administration provides paper copy for teacher records of Appendix H that can also be found in Frontline
Optional - Written comments about evaluation	Within 10 days of receiving Appendix H	Typed copy for inclusion in personnel file detailing rationale for any items in evaluation in disagreement between teacher and administration

Schedule for Evaluated Tenured Teachers

Evaluation Scheduling Meeting (Round 1)	See Evaluation Schedule for date and time	In Teacher Binder given by administration
Pre-Observation Self-Evaluation	Filled out one day prior to Pre-Conference	Appendix D in Frontline
Artifacts	See appendix C	Uploaded into Frontline as pdf
Post-Observation Reflection	Filled out within 2 days after the observation	Appendix F in Frontline
Post Observation Meeting	Schedule with administration within 10 days of observation	No additional forms needed
Final Submission of Artifacts	By February 1st	Uploaded into Frontline as pdf
Final Summative Evaluation Score and Rating Report	Completed by Administration 24 hours before review with teacher	Administration provides paper copy for teacher records of Appendix H that can also be found in Frontline

Teachers Receiving a Needs Improvement

Individual Growth Plan	Within 30 days after Final Summative Evaluation (Appendix H) teacher and evaluator develop the Individual Growth Plan	Appendix I found in Frontline
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