

2021-2022

### Evaluation Timeline, Licensed Employees

	Probationary Teachers	Contract Teachers	Required Forms
<b>September/ October</b>	<ul style="list-style-type: none"> <li>◆ Meeting with building administrator to discuss Evaluation and Supervision Process</li> <li>◆ Mini-observations and formal observations begin</li> <li>◆ Complete Self-Assessment by October 30</li> </ul>	<ul style="list-style-type: none"> <li>◆ Overview of Evaluation and Supervision Process</li> <li>◆ Mini observations begin</li> </ul>	<p>✓<b>Probationary:</b> Self-Assessment Form</p>
<b>September to December</b>	<ul style="list-style-type: none"> <li>◆ Goal Setting Conference/Submit written goals by December 1</li> <li>◆ 1 Mini observation (1 of 2)</li> <li>◆ 1 formal observation completed by the last teacher workday before Winter Break</li> <li>◆ Formative Evaluation and meeting by December 31</li> </ul>	<ul style="list-style-type: none"> <li>◆ 1 Mini-observation (1 of 2) completed by the last teacher workday before Winter Break</li> <li>◆ Goal Setting Conference if prior year's SGG Level 1 or 2 by December 1</li> <li>◆ Submit written goals by December 1</li> </ul>	<p>✓<b>Probationary:</b> Pre-Observation Planning Form and Post-Observation Reflection Form</p> <p>✓<b>Probationary:</b> Sign-off on Preliminary Evaluation</p> <p>✓Student Growth &amp; Professional Growth Goals</p>
<b>January to February</b>	<ul style="list-style-type: none"> <li>◆ Formal Pre-observation by February 15</li> <li>◆ 2nd formal observation by February 15</li> <li>◆ Formal Summative observation meeting within 3 school days of observation</li> <li>◆ Post observation reflection by February 15</li> <li>◆ Probationary Review Evaluation and meeting by February 15 (optional)</li> </ul>		<p>✓<b>Probationary:</b> Pre-Observation Planning Form and Post-Observation Reflection Form</p> <p>✓<b>Probationary:</b> Sign-off on Formative Evaluation (if applicable)</p>
<b>March</b>	<ul style="list-style-type: none"> <li>◆ Mid-Year self reflection on goals by March 1</li> <li>◆ Board action on renewal/extension (<b>February 24, 2021</b> Board Meeting)</li> <li>◆ Notification of Employment – March 15</li> </ul>	<ul style="list-style-type: none"> <li>◆ Mid-Year self reflection on goals by March 1</li> <li>◆ Board action on renewal/extension</li> <li>◆ Notification of Employment by March 15</li> </ul>	<p>✓ Mid-Year Self Reflection on Goals</p>
<b>April to June</b>	<ul style="list-style-type: none"> <li>◆ Complete Self-Assessment by June 1</li> <li>◆ 2<sup>nd</sup> mini observation (2 of 2) by June 1</li> <li>◆ End of year self-reflection on goals and initial work on next year's goals by June 1</li> <li>◆ Summative Evaluation and meeting by June 1</li> </ul>	<ul style="list-style-type: none"> <li>◆ Self-Assessment by June 1</li> <li>◆ 2<sup>nd</sup> Mini observation (2 of 2) by June 1</li> <li>◆ Self-reflection on goals and initial work on planning new goals by June 1</li> <li>◆ Summative Evaluation and meeting by June 1(On Year Eval Cycle)</li> </ul>	<p>✓ Self-Assessment</p> <p>✓ End of Year Self Reflection on Goals</p> <p>✓<b>Probationary and Contract on current year evaluation cycle:</b> Sign-off on Summative Evaluation Form</p>