

Evaluation Timeline, Licensed Employees

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