

CERTIFICATED EVALUATION TIMELINES 2011-12

DATE	TEMPS AND PROBS	TENURED	ALTERNATIVE
August, 2011	At staff meeting, overview the teacher evaluation process with all staff.	- Same -	- Same -
Before 9-16-11	Evaluatees will be given evaluation procedures, forms, criteria for evals, etc., and who will conduct the evaluation. New teachers will be assigned an experienced teacher for assistance.		
Before 9-23-11	Individual <i>Standards and Professional Performance Conference</i> meeting with each evaluatee to discuss and/or determine: District goals, school site goals, individual professional goals, timelines, collection of evidence, forms, CSTP's and performance rubric.	- Same -	- Same - Including specific timelines and activities for the balance of year.
Before 10-21-11	First formal observation.		
Before 12-02-11	Another formal and two informal classroom observations.	- Same -	
Before 12-09-11	<i>Summary Evaluation - Progress Report</i> conference and signatures for Temps and Probs.		
01-06-12	Summary Evaluation– Progress Report form sent to Human Resources. (Goals, observations, evidence, etc., remain at sites.)		
Before 02-03-12	Another formal observation.		
Before 02-10-12	Principals' recommendations for non-re-elects of Temps & Probes		
Before 03-09-12	Conference with each who might receive an unsatisfactory rating on the final summary evaluation.	- Same -	
Before 03-23-12	Another formal and two informal classroom observations.	- Same -	
Before 04-27-12	<i>Summary Evaluation</i> conference and signatures with all evaluatees.	- Same -	- Same -
5-4-12	All Summary Evaluation forms due to Human Resources (Goals, observations, evidence, etc., remain at sites.)	- Same -	- Same -
Before 2-28-12	Complete evaluations for Division Leaders, Depart. Chairs, Teaching VP's, and Lead Teachers. Send to HR Dept.		
Coaches	Within two weeks of the completion of the coaching assignment, complete final evaluations with notification of coaching status for next season. Send to HR Dept.		