

## CERTIFICATED EVALUATION TIMELINES 2023-2024

PROCESS STEP	Prob 1 & 2, Temps	TENURED	ALTERNATIVE
At staff meeting, overview the teacher evaluation process with all staff. (12.1)	Before start of school@ Staff Meeting on Aug 4	-Same -	- Same -
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. (12.4)	Before 09-08-23		
Individual <i><b>Standards and Professional Performance Conference</b></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. (12.5)	Before 09-15-23	- Same -	- Same - Including specific timelines and activities for the balance of year.
First formal observation. (12.6.1, 12.6.2, 12.6.3, MOU 12) 2 days prior notice to unit members for first observation. Within 5 days after each formal observation the evaluator will hold a post-observation conference.	Before 10-20-23	Before 12-01-23	
Second formal and two informal classroom observations. (12.6.1, 12.6.2, 12.6.3, MOU 12) Within 5 days after each formal observation the evaluator will hold a post-observation conference.	Before 12-01-23	Before 04-12-24	
<i><b>Summary Evaluation - Progress Report</b></i> conference and signatures for Temps and Probs. (12.1.1)	Before 12-08-23		
Principals' recommendations for non-re-elects of Temps & Probs	Before 01-05-24		
Conference with each who might receive an unsatisfactory rating on the final summary evaluation. (12.7.2)	Before 03-22-24	- Same -	
Third formal and two informal classroom observations. (12.6.2, 12.6.3, MOU 12)	Before 04-05-24	- Same -	
<i><b>Summary Evaluation</b></i> conference and signatures with all evaluatees. (12.1.1)	Before 04-26-24	- Same -	- Same -

<b>Before 2-29-24</b>	Complete evaluations for <b>Secondary Division Leaders, Elementary Department Chairs, Teaching VP's, and Lead Teachers.</b> (12.9.2.1)
<b>Coaches</b>	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. (12.9.2.2)