

This timeline is for all educators on the following plans:

Developing Educator Plan: Educators without PTS, and, at the discretion of the Evaluator, Educators with PTS in new assignment. The Educator shall be evaluated at least annually.

Directed Growth Plan: Educators with PTS whose overall rating is Needs Improvement. The length of the plan shall be one full school year cycle.

Improvement Plan: Educators with PTS whose overall rating is Unsatisfactory. The Improvement Plan will be no fewer than 30 school days and no more than one school year. In the case of an Educator receiving a rating of Unsatisfactory near the close of one school year, the Improvement Plan may include activities that occur during the summer before the next school year begins.

***** Educators can request a meeting with an Evaluator whenever the need arises*****

	Activity:	Completed By:
1	Superintendent/principal/designee meets with evaluators and educators to explain evaluation process	September 15
2	Evaluator and/or Mentor meets with; <ul style="list-style-type: none"> Non-PST to review self-assessment and proposed goals Evaluator meets with; <ul style="list-style-type: none"> Educators on Improvement Plans and Educators on Directed Growth Plans to review self-assessment and proposed goals. 	October 1
3	Educator submits self-assessment and proposed goals	October 1
4	Evaluator meets educators to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report in prior school year)	October 15
5	Educator completes their Educator Plan Form	November 1
6	Evaluator should complete first observation of each educator	November 15
7	Educator submits evidence for; <ul style="list-style-type: none"> Parent outreach Professional growth Progress on goals <i>Evidence can be uploaded anytime of the year *DO NOT sign until after the Evaluator signs</i>	January 15
8	Evaluator will complete Formative Assessment Report; educator may request a meeting with evaluator if needed	February 15
9	Educator submits final evidence on; <ul style="list-style-type: none"> Parent Outreach Professional growth Progress on goal <i>Evidence can be uploaded anytime of the year *DO NOT sign until after the Evaluator signs</i>	May 1
10	Evaluator completes Summative Evaluation Report	June 1
11	Evaluator meets with any Educator whose overall Summative Evaluation ratings are Exemplary or Proficient Only at the request of Evaluator or Educator	June 10
12	Evaluator meets with any Educator whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	June 10
13	Educator signs Formative/Summative Evaluation Report and adds response, if any, within 5 school days of receipt	June 15