

This timeline is for all educators on the following plan:

Two-year Self-Directed Growth Plan: Educators with PTS who have an overall rating of Proficient or Exemplary. A Formative Evaluation report is completed at the end of year 1 and a Summative Evaluation report at the end of year 2.

***** 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	Educator submits proposed goals and why they are chosen	October 15
3	Evaluator meets with Educator to establish Educator Plan	October 15
4	Educator completes their Educator Plan Form	November 1
5	Evaluator will complete first observation of each educator	January 15
6	Educator submits evidence on: <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
7	Educator submits final evidence on: <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>	May 1
8	Evaluator completes Formative Report for: <ul style="list-style-type: none"> ● PST in their 1st year Evaluator completes Summative Report for: <ul style="list-style-type: none"> ● PST in their 2nd year 	June 1
9	Evaluator meets with any Educator whose overall Summative Evaluation ratings are Exemplary or Proficient only at the request of Evaluator or Educator	June 10
10	Evaluator meets with any Educator whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	June 10
11	Educator signs Formative/Summative Evaluation Report and adds response,if any, within 5 school days of receipt.	June 15