

The following timeline is for 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	<i>September 29</i>
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. 	<i>October 15</i>
3	Educator submits self-assessment and proposed goals	<i>October 15</i>
4	Evaluator meets educators to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report in prior school year)	<i>October 29</i>
5	Educator completes their Educator Plan Form	<i>November 15</i>
6	Evaluator should complete first observation of each educator	<i>November 29</i>
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>	<i>January 15</i>
8	Evaluator will complete Formative Assessment Report; educator may request a meeting with evaluator if needed	<i>February 15</i>
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>	<i>May 1</i>
10	Evaluator completes Summative Evaluation Report	<i>June 1</i>
11	Evaluator meets with any Educator whose overall Summative Evaluation ratings are Exemplary or Proficient Only at the request of Evaluator or Educator	<i>June 10</i>
12	Evaluator meets with any Educator whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	<i>June 10</i>
13	Educator signs Formative/Summative Evaluation Report and adds response,if any, within 5 school days of receipt	<i>June 15</i>