

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	<i>September 29</i>
2	Educator submits proposed goals and why they are chosen	<i>October 29</i>
3	Evaluator meets with Educator to establish Educator Plan	<i>October 29</i>
4	Educator completes their Educator Plan Form	<i>November 15</i>
5	Evaluator will complete first observation of each educator	<i>January 15</i>
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>	<i>May 1</i>
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 	<i>June 1</i>
9	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>
10	Evaluator meets with any Educator whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	<i>June 10</i>
11	Educator signs Formative/Summative Evaluation Report and adds response,if any, within 5 school days of receipt.	<i>June 15</i>