



2016-17 TEI Evaluation Calendar



	DATE(S)	TEI COMPONENT	NOTES
AUGUST-SEPTEMBER	By August 19 th	TEI training for teachers and administrators; administrators present school action plan to teachers	Teachers receive TEI training on campus; teachers receive school action plan in writing to inform goal-setting Administrators receive TEI certification training
	September 12 th - 16 th	Principals receive TEI scorecards and hold conferences with required teachers	Principals hold scorecard conference with select teachers
	September 16 th	Teachers receive 2015-16 TEI Scorecards	Available to teachers in Oracle Employee Self-Service
	September 16 th – October 4 th	Teacher rebuttal window in Oracle for TEI evaluation scorecard	Teachers may submit rebuttal to the achievement, student survey, and/or DTR results via Oracle Employee Self-Service
OCTOBER	October 3 rd <i>Late hire/transfer: complete within 15 instructional days</i>	All SLOs & PDPs submitted in Schoolnet Goal-setting conferences completed	All teachers to submit SLO in Schoolnet that is scored and a PDP that is approved by their evaluator All teachers receive a fall goal-setting conference to discuss their SLO and PDP
NOV	November 3 rd	1 st DTR application deadline	DTR application deadline for group 1 applicants. Primary evaluators verify teachers' applications prior to submission
DECEMBER	December 6 st	Summative performance evaluation completed for new-to- the district DTR-eligible teachers (for 2 nd application deadline)	Primary evaluator completes summative performance evaluation for eligible teachers who are new to the district
	December 15 th	Spot Observation – first semester checkpoint	Evaluators conduct at least half of the annual spots for each teacher
	December 15 th	SLO Goal-Accomplishment Completed (one semester course only)	Primary evaluator scores teacher goal-accomplishment of SLOs using SLO rubric for teachers who teach semester-long courses only
JAN	January 18 th	2 nd DTR application deadline	DTR application deadline for group 2 applicants. Primary evaluators verify teachers' applications prior to submission
	Late March- Early April	Student survey administration	Students in grades 3-12 complete surveys during one class period
MAY -JUNE	May 2017	Teacher roster verification process	Teachers verify students to be included in calculation of student achievement metrics
	May 12 th	Teachers submit SLO Goal-Accomplishment in Schoolnet	Administrator score by May 19 th
	May 18 th	Last day to enter extended observations, summatives, and SLO scores into Schoolnet	Summatives may be completed after a minimum number of spot observations and the extended observation are conducted
	May 22 nd – June 5 th	Teacher rebuttal window opens in Oracle for summative performance evaluations	Administrators have the option to submit a response to the rebuttal and/or revise the summative score. All data must be accurate in Schoolnet before teachers leave for summer
JUNE	June 1 st	Last day to conduct spot observations & last day to hold summative conferences	Administrators are encouraged to hold conferences prior to finalizing summatives. All data must be entered and finalized in Schoolnet before teachers leave for the summer