



2017-2018 TEI EVALUATION CALENDAR



	DATE(S)	TEI COMPONENT	NOTES
AUGUST-OCTOBER	By August 25th	TEI training for teachers and administrators; administrators present campus 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 11th -15th	Principals receive TEI Scorecards and hold conferences with required teachers	Principals hold scorecard conference with select teachers
	September 15th	Teachers receive 2016-2017 TEI Scorecards	Available to teachers in Oracle Employee Self-Service
	September 15th – September 29th	Teacher rebuttal window in Oracle for TEI Scorecard	Teachers may submit rebuttal to the achievement, student survey, and/or DTR results via Oracle Employee Self-Service
	October 2nd <i>Late hire/transfer: complete within 30 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 <i>(completion of PDP is a campus based decision)</i>
NOV	November 9th	DTR Application deadline for eligible teachers based on the 2016-2017 TEI Scorecard	DTR Application deadline for teachers with prior TEI data. Primary evaluators verify teachers' Applications prior to submission
DECEMBER	December 5th	Summative performance evaluation completed for new-to-the district DTR-Eligible teachers	Primary evaluator completes summative performance evaluation for DTR Eligible teachers who are new to the district or have no 2016-2017 TEI Data
	December 14th	Spot Observation – first semester checkpoint	Evaluators conduct at least half of the annual spots for each teacher
	December 14th	SLO Goal-Accomplishment Completed (one semester course only)	Primary evaluator approves, scores, and completes teacher goal-accomplishment of SLOs using SLO rubric for teachers who teach semester-long courses only
JAN	January 17th	DTR application deadline for eligible teachers with no prior TEI Data	DTR application deadline for group 2 applicants. Primary evaluators verify teachers' applications prior to submission
	April	Student survey administration	Students in grades 3-12 complete surveys during one class period
MAY -JUNE	Mid May	Teacher roster verification process	Teachers verify students to be included in calculation of student achievement metrics
	May 11th	Teachers submit SLO Goal-Accomplishment in Schoolnet	Administrator approves, scores, and completes by May 18 th
	May 18th	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 21st – June 4th	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 1st	Last day to conduct spot observations & 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