

# CITE Evaluation Timeline



2022-2023

Timeline		Responsibility	Priority
Beginning of Year Tasks	August-September 2022	Annual Orientation to CITE and the DCSD Evaluation Process & Complete Acknowledgement Form	Required
	August-September 2022	Select and Review Designated Evaluation Rubric in InspirED	Required
	October 14, 2022	Submit Beginning of Year Self-Evaluation in InspirED	Recommended
	October 28, 2022	Deadline to Submit Professional Goal(s) in InspirEd	Required
Ongoing Tasks		Evaluator/Evaluated Completes Observation Cycle <ul style="list-style-type: none"> <li>• PROBATIONARY: Two observation cycles</li> <li>• NON-PROBATIONARY: One observation cycle</li> </ul>	Required
Middle of Year Tasks	January 31, 2023	Submit Middle of Year Self-Evaluation in InspirED	Recommended
	January to Mid-February 2023	<b>RECOMMENDED TASK</b> - Evaluator Conducts Middle of Year Connections and Shares Middle of Year Summative Snapshots in InspirED *	<b>Recommended</b>
	Mid-February 2023	<b>RECOMMENDED TASK</b> - Review and Acknowledge Middle of Year Summative Snapshot	<b>Recommended</b>
	February 7, 2023	Notify Administrator and Director of Educator Effectiveness of Second Look Internal Review Request	Optional
End of Year Tasks	April 14, 2023	Submit End of Year Self-Evaluation in InspirED	Required
	Date To Be Decided	Licensed Employee CITE 6 Submission Cut Off. <b>TBD</b>	
	May 1, 2023	Evaluator Reviews and Submits Summative Evaluation in InspirED - <b>Including CITE 6</b>	Required
	May 5, 2023	Summative Evaluation Available for Teacher Review in InspirED	Required
	May 12, 2023	End of Year Summative Evaluation Acknowledgement Deadline	Required
	May 5-10, 2023	Notify Administrator and Director of Educator Effectiveness of Filing an Evaluation Appeal within 5 business days of Summative Review Conference	Optional

\*The Mid-Year Connection and Snapshot is highly recommended as a best practice in evaluation, as well as to provide a mid-year review well in advance of the summative evaluation.