



Douglas County School District

CITE Evaluation Process Check-List 2015-16

Timeline:	Responsibility:	Priority:	Completed:
August-September 2015	Receive Evaluation Training and Complete Acknowledgement Form	Required	
August-September 2015	Select and Review Designated Evaluation Rubric in InspirED Innovation	Required	
October 15, 2015	Submit Beginning of the Year Self-Evaluation in InspirED Innovation	Optional	
October 15, 2015	Deadline to Submit Professional Goal(s) in InspirEd Innovation	Required	
First Semester/Second Semester*	Complete Observation Cycle	Required	
January 15, 2016	Deadline to submit Middle of the year Self-Evaluation in InspirED Innovation	Required	
January 31, 2016	Deadline to Submit Middle of the Year Evaluation in InspirED Innovation	Required	
February 7, 2016	Deadline for teacher to Acknowledge MOY Evaluation	Required	
February 7, 2016 (This date is required per the 2nd Look Policy. If it moves to an external look, that request deadline is Feb 28th.)	Deadline to Notify Administrator of Second Look Internal Review Request	Optional	
April 8th, 2016	Deadline to Submit End of Year Self-Evaluation in InspirED Innovation	Required	
May 1, 2016	Summative Evaluation in InspirED Innovation submitted	Required	
May 6, 2016	Summative Evaluation available in InspirED Innovation	Required	
Within 5 Days of Summative Review Conference	Deadline to Notify Administrator of Filing an Evaluation Appeal	Optional	

* Two evaluations are required for probationary teachers