

# CITE Evaluation Timeline for 2023-2024

Timeline		Responsibility	Priority
Beginning of Year Tasks	August-September 2023	Annual Orientation to CITE and the DCSD Evaluation Process & Complete Acknowledgement Form	Required
	Aug-Sept 2023	Select and Review Designated Evaluation Rubric in the DCSD Digital Evaluation System	Required
	September 1, 2023	<b>NEW!!</b> Finalize Highly Effective Pathway Participation	Required
	October 13, 2023	Submit Beginning of Year Self-Evaluation in DCSD Digital Evaluation System	Recommended
	October 27, 2023	Deadline to Submit Professional Goal(s) in the DCSD Digital Evaluation System	Required
	October 27, 2023	<b>NEW!!</b> Deadline to Submit Highly Effective Pathway Plan in the DCSD Digital Evaluation System	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, 2024	Submit Middle of Year Self-Evaluation in the DCSD Digital Evaluation System	Recommended
	January to Mid-February 2024	<b>RECOMMENDED TASK</b> - Evaluator Conducts Middle of Year Connections and Shares Middle of Year Summative Snapshots in the DCSD Digital Evaluation System *	Recommended
	Mid-February 2024	<b>RECOMMENDED TASK</b> - Review and Acknowledge Middle of Year Summative Snapshot	Recommended
	February 7, 2024	Notify Administrator and Director of Educator Effectiveness of Second Look Internal Review Request	Optional
End of Year Tasks	April 12, 2024	Submit End of Year Self-Evaluation in the DCSD Digital Evaluation System	Required
	May 1, 2024	Evaluator Reviews and Submits Summative Evaluation in the DCSD Digital Evaluation System - <b>Including CITE 6 → The summative window will close at 6pm.</b>	Required
	May 6, 2024	Summative Evaluation Available for Teacher Review in the DCSD Digital Evaluation System	Required
	May 10, 2024	End of Year Summative Evaluation Acknowledgement Deadline	Required
	May 6-10, 2024	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.

