

Evaluation Calendar 2015-2016



| | Interim; Beginning Teacher; One-year contract; less than 3 consecutive years of experience (NO performance concerns) | | Interim; Beginning Teacher; One-year contract; less than 3 consecutive years of experience Possible Non-Renewal (performance concerns) | |
|---|---|---------------------------|--|------------------------|
| Comprehensive Cycle New Teachers, Licensed Support Staff, & Teacher Leadership specialists who have not completed 3 consecutive years. (Teachers, Counselors, Media Specialist, Psychologists, Social Workers, & Instructional Technology Facilitators, curriculum facilitator, literacy coaches, central office base curriculum coaches, etc.) | Requirement | Completion Date | Requirement | Completion Date |
| | Orientation | 9/8/2015 | Orientation | 9/8/2015 |
| | Self-Assessment | 9/16/2015 | Self-Assessment | 9/16/2015 |
| | PDP | 9/16/2015 | PDP | 9/16/2015 |
| | Observation #1 (formal) | 11/6/2015 | Observation #1 (formal) | 11/6/2015 |
| | | | Possible Non-Renewal Letter - 12/16/2015 | |
| | Observation #2 (formal) | 1/29/2016 | Observation #2 (formal) | 1/15/2016 |
| | Mid-Year PDP Review | 1/29/2016 | Mid-Year PDP Review | 2/12/2016 |
| | Observation #3 (formal) | 4/22/2016 | Observation #3 (formal) | 3/21/2016 |
| | Peer Observation | 4/22/2016 | Peer Observation | 3/21/2016 |
| Final PDP Review | 5/27/2016 | Final PDP Review | 4/22/2016 | |
| Summary Evaluation Rating | 5/27/2016 | Summary Evaluation Rating | 4/22/2016 | |
| | | | Final Non-Renewal Decision - 4/22/2016 | |
| Standard Cycle Experienced Teachers (licensure renewal year), Licensed Support Staff, Teacher Leadership Specialists & Career Development Coordinators who have completed three or more consecutive years. (Counselors, Media Specialist, Psychologists, Social Workers, and Instructional Technology Facilitators, curriculum facilitators, literacy coaches, central office curriculum coaches, etc.). | Requirement | Completion Date | Related Service Providers Observation/Evaluation Timeline (Speech Language Pathologists, Occupational Therapists, Physical Therapists, School Nurses) | |
| | Orientation | 9/8/2015 | Requirement | Completion Date |
| | Self-Assessment | 9/16/2015 | Orientation | 9/8/2015 |
| | PDP | 9/16/2015 | Self-Assessment | 9/16/2015 |
| | Observation #1 (formal) | 12/18/2015 | PDP | 9/16/2015 |
| | | | Observation #1 (formal) | 12/18/2015 |
| | Observation #2 (informal) | 1/29/2016 | Mid-Year PDP Review | 2/26/2016 |
| | Mid-Year PDP Review | 1/29/2016 | Final PDP Review | 5/27/2016 |
| | Observation #3 (informal) | 5/13/2016 | Summary Evaluation Rating | 5/27/2016 |
| | Final PDP Review | 5/27/2016 | | |
| Summary Evaluation Rating | 5/27/2016 | | | |
| Abbreviated Cycle - Experienced Teachers who have completed three or more consecutive years (non-licensure renewal year; experience can be in or out of District) | Requirement | Completion Date | | |
| | Orientation | 9/8/2015 | | |
| | Self-Assessment | 9/16/2015 | | |
| | PDP | 9/16/2015 | | |
| | Observation #1 (informal) | 12/18/2015 | | |
| | Mid-Year PDP Review | 2/26/2016 | | |
| | Observation #2 (informal) | 5/13/2016 | | |
| | Final PDP Review | 5/27/2016 | | |
| Summary Evaluation Rating | 5/27/2016 | | | |

NOTE: Early Colleges, Middle Colleges, Academies (any school that ends prior to June 1) must have all evaluation documents completed and submitted to Human Resources prior to the last day for 10 month employees.

Evaluation Calendar 2015-2016



**Hard copy documents for all employees other than those evaluated in NCEES must be received in HR two days after the completion date.*

| School Based Classified * | Requirement | Completion Date |
|---|---|-------------------------------|
| | Summary Evaluation | 6/3/2016 |
| | Follow this timeline for Administrators you are considering for Renewal | |
| Assistant Principals | Requirement | Completion Date |
| | Orientation | 9/4/2015 |
| | Self-Assessment | 9/11/2015 |
| | Goal Form | 9/11/2015 |
| | Observation/Feedback (no form required) | 11/20/2015 |
| | Progress Toward Achieving Goals | 1/15/2016 |
| | Evaluation Rubric | 6/10/2016 |
| | Summary Evaluation Rating | 6/10/2016 |
| | Follow this timeline for Administrators you are considering for Renewal | |
| Principals | Requirement | Completion Date |
| | Orientation | 9/25/2015 |
| | Self-Assessment | 9/25/2015 |
| | Goal Form | 9/25/2015 |
| | Observation/Feedback (no form required) | 11/20/2015 |
| | Progress Toward Achieving Goals | 1/15/2016 |
| | Consolidated Performance Assessment | 6/10/2016 |
| | Evaluation Rubric | 6/27/2016 |
| | Summary Evaluation Rating Form | 6/27/2016 |
| | Follow this timeline for principals being considered for Possible Non-Renewal | |
| Possible Non-Renewal Conversation & Letter - 01/29/2016 | | |
| | Evaluation Rubric | 4/18/2016 |
| | Summary Evaluation Rating | 4/18/2016 |
| | Final Non-Renewal Decision - 4/18/2016 | |
| | Follow this timeline for principals being considered for Possible Non-Renewal | |
| Possible Non-Renewal Conversation & Letter - 01/29/2016 | | |
| | Consolidated Performance Assessment | 3/24/2016 |
| | Evaluation Rubric | 4/18/2016 |
| | Summary Evaluation Rating Form | 4/18/2016 |
| | Final Non-Renewal Decision - 4/18/2016 | |
| Central Office | Requirement | Completion Date |
| | Summary Evaluation | 6/30/2016 |
| | Onboarding 90 Day Checklist | 90 days after new hire begins |