



## Evaluation Timeline: Employees 2019-2020

Task	Key People	Key Actions	Key Due Dates
Diagnostic Assessments and Pre-Tests	Employees	Administer and score Diagnostic Assessments or Pre-Tests	August 30, 2019
		Submit Teacher Created Assessments (if necessary)	
Goal Setting Conversations	Evaluators and Employees	Complete goal setting conversations and submission of baseline data to Evaluator	October 18, 2019
SLTs	Employees	Enter Student Learning Targets in CIS	October 18, 2019
SLT Review	Evaluators	Review all submitted SLTs in CIS and provide feedback	October 25, 2019
PGPs	Employees	Enter Professional Growth Plan in CIS	November 1, 2019
SLT Acceptance	Evaluators	Accept all teachers' SLTs in CIS	November 1, 2019
SLTs, SLT Review, SLT Acceptance (Semester)	Employees	<b>Teachers with Semester SLTs ONLY:</b> Compile data on 1 <sup>st</sup> semester SLTs	December 20, 2019
	Employees	<b>Teachers with Semester SLTs ONLY:</b> Report the results on 1 <sup>st</sup> semester SLTs in CIS and submit Teacher Created Assessments (if necessary)	January 17, 2019
	Employees	<b>Teachers with Semester SLTs ONLY:</b> Administer assessments and gather baseline data; Enter 2 <sup>nd</sup> semester SLTs in CIS	January 31, 2019
	Evaluators	<b>Teachers with Semester SLTs ONLY:</b> Rate 1 <sup>st</sup> semester SLTs in CIS; Review Teacher Created Assessments	January 31, 2019
	Evaluators	<b>Teachers with Semester SLTs ONLY:</b> Review and accept Teacher's SLTs in CIS	February 7, 2019
	SLTs	Employees	Administer End of Year assessments
Evaluations	Evaluators	Complete Final Evaluations of all employees in CIS; Conduct End of the Year conversation with employees	May 22, 2019

### Observation Cycles for Best Practice Schools

Formal Observation Cycle 1	Formal Observation Cycle 2	Formal Observation Cycle 3
<ul style="list-style-type: none"> <li>• All teachers/Master Teachers</li> <li>• Announced</li> <li>• Includes pre-conference</li> <li>• Includes post-conference and post-conference plan</li> </ul>	<p>Only teachers/Master Teachers scoring at or below a 2.4 overall rating during Observation Window 1</p> <p>Unannounced</p> <p>Includes post-conference and post-conference plan</p>	<p>All teachers/Master Teachers</p> <p>Unannounced</p> <p>Includes post-conference and post-conference plan</p>
September 3 – November 1	November 4 – April 3	November 4 – May 15

### Observation Windows for TAP Schools

Formal Observation Cycle 1	Formal Observation Cycle 2	Formal Observation Cycle 3	Formal Observation Cycle 4
<ul style="list-style-type: none"> <li>• All teachers/Master Teachers</li> <li>• <i>Announced</i></li> <li>• Includes pre-conference</li> <li>• Includes post-conference and post conference plan</li> </ul>	<p>All teachers/Master Teachers</p> <p><i>Unannounced</i></p> <p>Includes post-conference and post conference plan</p>	<p>All teachers/ Master Teachers</p> <p><i>Unannounced</i></p> <p>Includes post-conference and post conference plan</p>	<p>All teachers/Master Teachers</p> <p><i>Unannounced</i></p> <p>Includes post-conference and post conference plan</p>
August 27- October 11	October 21- December 20	January 7 – March 23	April 6 – May 10

Notes:

- All post conferences should be completed and submitted in EE Pass by the final day of each cycle.
- The following timelines will be adhered to by every school in JP: No more than two working days between a pre-conference and the observation. No more than 3 working days between the observation and a post conference.