

# CITE Evaluation Process Checklist



2020-2021

Timeline		Responsibility	Priority
Beginning of Year Tasks	August-September 2020	Annual Evaluation Training & Complete Acknowledgement Form	Required
	August-September 2020	Select and Review Designated Evaluation Rubric in InspirED	Required
	October 16, 2020	Submit Beginning of Year Self-Evaluation in InspirED	Recommended
	October 16, 2020	Deadline to Submit Professional Goal(s) in InspirEd	Required
Ongoing Tasks		Evaluator/Evaluatedee Completes Observation Cycle (pre, observation, post) <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 22, 2021	Submit Middle of Year Self-Evaluation in InspirED	Recommended
	January 29, 2021	<b>NEW RECOMMENDED TASK</b> - Evaluator Conducts Middle of Year Connections and Shares Middle of Year Summative Snapshots in InspirED *	<b>Recommended</b>
	February 5, 2021	<b>NEW RECOMMENDED TASK</b> - Review and Acknowledge Middle of Year Summative Snapshot	<b>Recommended</b>
	February 7, 2021	Notify Administrator and Director of Educator Effectiveness of Second Look Internal Review Request	Optional
End of Year Tasks	April 15, 2021	Submit End of Year Self-Evaluation in InspirED	Required
	May 1, 2021	Evaluator Reviews and Submits Summative Evaluation in InspirED	Required
	May 5, 2021	Summative Evaluation Available for Teacher Review in InspirED	Required
	May 14, 2021	End of Year Summative Evaluation Acknowledgement Deadline	Required
	May 10, 2021	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 - especially given the suspended educator evaluations for the 2019-2020 school year due to COVID-19.