

TIMELINE FOR EVALUATIONS 2020 – 2021

Listed below are the dates the Observations, Evaluation Summaries, and Final Evaluations are **due to the Employee Development Office (HR).**

Submission Requirements Changes:

- New administrators in years 1-2 of their assignment: Please submit evaluation documents for ALL evaluatees according to the attached HR timeline.
- Experienced administrators: Please submit evaluation documents for ALL P1, P2, Intern and Emergency evaluatees, according to the HR timeline. At the end of the year, submit ALL of the finalized evaluation documents for all evaluatees to be entered into the personnel file.

***NOTE:** Notice & Orientation form must be completed within the first twenty (20) workdays of the school year or assignment to the location. Observations may commence at any time after the orientation meeting has been conducted.

All Evaluatees - Notice & Orientation Meeting: No later than Friday, August 21, 2020 – Recommendation is to conduct the meetings and obtain signatures July 30, 2020 or at your first MOU.

All Evaluatees – Completion of Goal Setting Meetings
Friday, September 4, 2020

P1, P2, Intern, Temporary, and Emergency Teachers – **First Observations** and Evaluation Summaries (electronic copies):
Friday, September 18, 2020

P1, P2, Intern, Temporary, and Emergency Teachers – **Second Observations** and Evaluation Summaries with Goal Monitoring Feedback (electronic copies):

Permanent Teachers – **First Observations** and Evaluation summaries with Goal Monitoring Feedback (electronic copies):

Friday, December 11, 2020

***NOTE:** Conduct the following at any time **BEFORE** the final evaluation/assessment goals meeting.

P1, P2, Intern, Temporary and Emergency Teachers – **Third Observations** and Evaluation Summaries (electronic copies):

Permanent Teachers - **Second and Third Observations** and Evaluation Summaries (electronic copies):
Any time **BEFORE** the Final Evaluations are completed.

ALL EVALUATEES – Complete Final Evaluation/Goal Assessment Meetings on or before:

Tuesday, May 4, 2021

All signed evaluation documents and related attachments due **ELECTRONICALLY** to:
employeedevelopment@sbcusd.com

Friday, May 14, 2021

MUST BE IN ORDER!! (SEE PROCEDURES FOR SUBMISSION)

AS YOU COMPLETE THIS PROCESS, PLEASE REMEMBER TO USE THE *CURRENT 2020-2021* EVALUATION FORMS AND PROCEDURES (revised dates are found @ the bottom), WHICH CAN BE ACCESSED on the District Employee Development website: https://sbcusd.com/district_offices/human_resources_division/employee_development