

OVERVIEW OF THE EVALUATION PROCESS & TIMELINE

Directions: The teacher and primary evaluator shall jointly record the date and initial each step of this timeline.

Teacher Name:	Employee ID #:
School Name:	Administrative Representative:
Primary Evaluator:	Secondary Evaluator(s):

Evaluation Activity	Due Date	Date Completed	Teacher Initials	Evaluator Initials
Overview of the Evaluation Tools and Process	Sept 2014			
Teacher determines Annual Student Achievement Goal	Sept 2014			
Observation Cycle #1 (Tracks I, II, III, and IV)				
Pre-Observation Conference and Self-Assessment	Oct-Nov 2014			
Observation (should be completed within five days of the Pre-Observation Conference)	Oct-Nov 2014			
Post-Observation Conference and Self-Assessment (should be completed within five days of the Observation)	Oct-Nov 2014			
Optional: Follow-Up Classroom Observation	Oct-Nov 2014			
Observation Cycle #2 (Tracks I, II, III, and IV)				
Pre-Observation Conference and Self-Assessment	Nov-Jan 2015			
Observation (should be completed within five days of the Pre-Observation Conference)	Nov-Jan 2015			
Post-Observation Conference and Self-Assessment (should be completed within five days of the Observation)	Nov-Jan 2015			
Optional: Follow-Up Classroom Observation	Nov-Jan 2015			
Observation Cycle #3 (Tracks I, III, and IV)				
Pre-Observation Conference and Self-Assessment	Jan-Feb 2015			
Observation (should be completed within five days of the Pre-Observation Conference)	Jan-Feb 2015			
Post-Observation Conference and Self-Assessment (should be completed within five days of the Observation)	Jan-Feb 2015			
Optional: Follow-Up Classroom Observation	Jan-Feb 2015			

Summative Evaluation Meeting	Feb-Mar 2015			
Overall Performance Level (Check One)	<input type="checkbox"/> Highly Effective	<input type="checkbox"/> Effective	<input type="checkbox"/> Minimally Effective	<input type="checkbox"/> Ineffective
Recommended Evaluation Track (Check One)	<input type="checkbox"/> Track I	<input type="checkbox"/> Track II	<input type="checkbox"/> Track III	<input type="checkbox"/> Track IV

Teacher Signature/Date:	Evaluator Signature/Date:
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This document is to be submitted along with the completed Evaluation Rubric, Self-Assessments, and Lesson Plans (optional) to HR no later than **March 31**. All documents submitted to HR must be originals. For teachers hired after the start of a school year, an alternative calendar will be established jointly between the administrator and teacher within 15 calendar days of their start date.