

# **2017 – 2018 PILOT EVALUATION TIMELINE**

## **Traditional Method: Permanent Employee**

<u>Workday</u>	<u>Date</u> (Completed by...)	<u>Requirement</u>
20 <sup>th</sup> – 30 <sup>th</sup>	9/18 – 10/2	Goals & Objectives mutually developed and approved
20 <sup>th</sup> – 60 <sup>th</sup>	11/14	First drop-in and first 30-minute Formative Observation completed
65 <sup>th</sup> ***	11/28	Follow-up conference with written summary of first Formative Observation
150 <sup>th</sup>	4/23	Second drop-in and second 30-minute Formative Observation completed <i>(shall not be completed prior to winter break)</i>
155 <sup>th</sup> ***	4/30	Follow-up conference with written summary of second Formative Observation and final recommendations and Summative Evaluation completed

\*\*\*Note: Follow-up conference with written summary of observations shall take place within 5 workdays of observation.

## **Traditional Method: Probationary & Temporary Employee**

<u>Workday</u>	<u>Date</u> (Completed by...)	<u>Requirement</u>
20 <sup>th</sup> -30 <sup>th</sup>	9/18 – 10/2***	Goals & Objectives mutually developed and approved
20 <sup>th</sup> -60 <sup>th</sup>	11/14	Complete a drop-in visit before each of the two (2) 30-minute, Informal Observations and complete two (2) Informal Observation instruments
90 <sup>th</sup> ***	1/17***	Third drop-in and first 30-minute Formative Observation <i>(shall not be completed prior to the first week in November)</i>
95 <sup>th</sup> ***	1/24	Formative follow-up conference with written summary of first Formative Observation
110 <sup>th</sup> ***	2/14***	Fourth drop-in and second 30-minute Formative Observation <i>(shall not be completed prior to winter break but during 2<sup>nd</sup> semester or 2<sup>nd</sup> trimester depending on school's grading period)</i>
115 <sup>th</sup> ***	2/23	Formative follow-up conference w/written summary of second Formative Observation
130 <sup>th</sup> *	3/10*	Final Summative Evaluation and recommendation by March 10 <sup>th</sup> as per contract

\*\*\*Note: Follow-up conference with written summary of observations shall take place within 5 workdays of observation.

\* As per Article 12.1.3 in contract, final recommendation must be given by March 10 of each year.

## **Self-Assessment (Portfolio): Teacher-Elected; Available Only to Permanent Employees**

<u>Workday</u>	<u>Date</u> (Completed by...)	<u>Requirement</u>
20 <sup>th</sup>	9/18	Inform evaluator of Portfolio evaluation as evaluation choice
45 <sup>th</sup>	10/23	Attend a training session (all potential participants)
55 <sup>th</sup>	11/6	Establish a Banner Question
80 <sup>th</sup>	12/19	Format portfolio and review with evaluator (1 <sup>st</sup> classroom visit completed prior to format)
70 <sup>th</sup> – 120 <sup>th</sup> ***	12/5-3/2***	Two classroom visits (approximately 20 minutes) by evaluator (dates set in advance) with reflective conference within 5 working days <i>(1<sup>st</sup> visit before format meeting, 2<sup>nd</sup> visit after winter break &amp; a minimum of 4 weeks apart)</i>
130 <sup>th</sup>	3/16	Progress review with evaluator; discuss Splinter Questions
163 <sup>rd</sup> **	5/10	Complete Summation page and meet with evaluator

\*\*Ed Code 44663 stipulates all evaluations must be “transmitted to the certificated employee not later than 30 days before the last day of school.

\*\*\*Note: Follow-up conference with written summary of observations shall take place within 5 workdays of observation.