WHPS Administrator Evaluation Timeline 2023-24

Due Date	Task(s)	Related Resource(s)	Target Group
September-October	Data Review and analysis; identify priorities	Survey results Student data	All Administrators
September - October	**Leader Evaluation Plan** completed (2 Focus Areas, 2 SLI's, 1 Survey Target)	Website Adm. Eval Plan Prior data Evaluatees' SLO Perform	Administrators
November 30	**Objective Setting Conference** completed*	Leader Evaluation Plan (Perform)	All
October - June	**Site visits** (Tenured 2; Non-tenured 3+) **Artifact Reviews** (2 for all; a 3rd artifact review can replace one site visit for any admin)	Feedback Report (Perform)	All
March 8	**Midyear Conferences** completed	Midyear Conference Update form (Perform)	Administrators
Prior to Summative Review Conference	**End-of-Year Self-Assessment** completed	Self-Assessment (Perform) SLO Data Focus Areas Evidence Stakeholder Feedback Survey Results	Administrators
June 10	**Summative Conference** completed	Self-Assessment Evidence Collection	All
June 21	**Summative Evaluations** completed and signed	Summative Evaluation Report	Administrator Evaluators
June 28	All **evaluation processes marked *Complete*** in Perform (the system closes for the year on 6/30)	All outstanding forms	Administrator Evaluators

*If teacher SLOs are not complete by the objective setting conference, share other aspects of the Leader Evaluation Plan with evaluator(s).

Administrators' Forms: Leader Evaluation Plan, Midyear Conference Update, Self-Assessment

Administrator Evaluators' Forms: Feedback Report, Summative Ratings Report