

Evaluation Timeline

Task	Timeline/Deadline	Documentation	Who?
Orientation Meeting: ALL Educators being evaluated attend	by September 1st	Handbooks: Element Rubrics, Process and Forms	E & EV
Educator Self-Reflection: Educator reflects on practice and highlights relevant Element descriptors and rubrics	Prior to Individual Planning Conference	Element Rubrics Content standards	E
Individual Planning Conference: Review self-reflection Elements, rubrics; identify focus standards and PD needs; Identify assessments and student work to demonstrate student growth; complete Professional Growth & Plan	by September 30th	Educator brings Element Rubric, Self- Reflection (E) Professional Growth Goals & Plan (EV)	E, EV, & PC
Planning Meeting 1: Educator and Peer Coach confer on Educator's planned lesson	Within 5 instructional days prior to recording	Lesson Planning Guide	E & PC
Drop-In Visit¹ #1	by October 31st	Evidence Collection & Drop-In Forms	E, EV, & PC
Video Recording 1: Educator videotapes 30-60 min. lesson & gathers student work samples, assessments, and/or data for Review Meeting	Before Winter Break.	Videotape of the selected lesson	E
Review Meeting 1: Within 10 instructional days after the video recording, analyze planned lesson, review student work & assessments, identify Educator's placement on Element rubrics	Within 10 instructional days of recording.	Video, student work, data, assessments, Pre-Observation Guide, Formal Observation Report, Prof. Growth Goals/Plan	E, EV, & PC
Drop-In Visit #2	Jan. 31st =Temp/Prob Feb. 28th =Perm	Evidence Collection & Drop-In Forms	E, EV, & PC
<i>PLANNING, VIDEO, AND REVIEW MEETINGS #2 ARE ONLY NECESSARY IF MARKS ARE LOW FROM SESSION #1</i>			
Planning Meeting 2: Educator and Peer Coach confer on Educator's planned lesson	Within 5 instructional days prior to recording	Lesson Planning Guide	E & PC
Video Recording 2: Educator videotapes 30-60 min. lesson and gathers student work samples, assessment, and/or data for Review Meeting	Feb 15th =Temp/Prob Mar. 15th = Perm	Videotape of selected lesson	E
Review Meeting 2: Within 10 instructional days after the video recording, analyze planned lesson, review student work & assessment, identify Educator's placement on Element rubrics	Within 10 instructional days of recording.	Video, student work, assessments, Pre-Observation Guide, Formal Observation Report, Prof. Growth Goals & Plan	E, EV, & PC

Reflective Conversation Wrap Up: Educator, Evaluator and Peer Coach meet to review Educator’s growth, discuss implications for planning and application of future evaluation cycles. If the evaluation is Applying or Integrating, move the Educator to the 5 year cycle, if eligible.	No later than 45 days before the end of school, approx. April 15th	Drop-in forms, Element Rubrics and reflections, Student work/ assessments, Formal Observation Report, Prof. Growth Goals & Plan	E, EV, & PC
Summary Evaluation Form: Deliver to E & HR	30 days prior to the last day of school	Summary Evaluation Form	EV
<i>Timeline must be upheld for a complete evaluation.</i>			

¹ Drop in visits by Evaluator and Peer Coach should not be at the same time. Drop-In Forms are provided to Educator within five instructional days.
EV = Evaluator E = Educator PC = Peer Coach