

**CERTIFICATED EVALUATION TIMELINES
2022-2023**

PROCESS STEP	Prob 1 & 2, Temps	TENURED	ALTERNATIVE
At staff meeting, overview the teacher evaluation process with all staff. (12.1)	Before start of school@ Staff Meeting on Aug 5	- Same -	- Same -
Evaluatees will be given evaluation procedures, forms, criteria for evals, etc., and who will conduct the evaluation. New teachers will be assigned an experienced teacher for assistance. (12.4)	Before 09-09-22		
Individual <i>Standards and Professional Performance Conference</i> meeting with each evaluatee to discuss and/or determine: District goals, school site goals, individual professional goals, timelines, collection of evidence, forms, CSTP's and performance rubric. (12.5)	Before 09-16-22	- Same -	- Same - Including specific timelines and activities for the balance of year.
First formal observation. (12.6.2, 12.6.3)	Before 10-14-22	Before 12-02-22	
Second formal and two informal classroom observations. (12.6.2, 12.6.3)	Before 12-02-22	Before 04-28-23	
<i>Summary Evaluation - Progress Report</i> conference and signatures for Temps and Probs. (12.1.1)	Before 12-09-22		
Third formal observation. (12.6.2, 12.6.3)	Before 02-03-23		
Principals' recommendations for non-re-elects of Temps & Probes	Before 01-06-23		
Conference with each who might receive an unsatisfactory rating on the final summary evaluation. (12.7.2)	Before 03-31-23	- Same -	
Forth formal and two informal classroom observations. (12.6.2, 12.6.3)	Before 04-07-23	- Same -	
<i>Summary Evaluation</i> conference and signatures with all evaluatees. (12.1.1)	Before 04-28-23	- Same -	- Same -

Before 2-28-22	Complete evaluations for Secondary Division Leaders, Elementary Department Chairs, Teaching VP's, and Lead Teachers. (12.9.2.1)
Coaches	Within two weeks of the completion of the coaching assignment, complete final evaluations with notification of coaching status for next season. Send to HR Dept. (12.9.2.2)