

Evaluation Timelines

Probationary Teachers

On or before September 15th

Meet with teacher to discuss

- Growth Plans, goals, evaluation process, and standards

On or before November 1st

Two observations must be completed no later than November 1. One of the two required observations must be at least 30 minutes in duration with prior knowledge of the employee

Written Progress Report January 30th

The evaluator shall discuss progress with each employee and provide a written progress report after the first full grading period

On or before January 31st

Two additional observations must be completed no later than January 31. One of the two required observations must be at least 30 minutes in duration with prior knowledge of the employee

Summative
Evaluation draft
sent to teacher by
February 16th

Summative
Evaluation finalized
in MyPassport by
March 1st

Non- Probationary Teachers

On or before October 1st

Meet with teacher to discuss nature of evaluation process, clarify roles, and discuss how end product will look

Teacher will draft an evaluation plan, which will include goals, outcomes to validate reaching those goals, plans for the process to collect data, and measure progress

Teacher and Amin Meeting

Finalize overall plan - see Agreement D-3.8.1 for strategies to collect data for evaluation process. Draft of final evaluation plan is discussed and edited by the employee and evaluator (D-8.4)

Summative
Evaluation draft sent
to teacher before
April 17th

Summative
Evaluation finalized
in MyPassport
by **May 1st**

Classified

New/Transfer Probationary Period

Written evaluation must be completed at end of the probationary period

- Office professionals: 90 working days
- Paras: 1 calendar year
- All other Classified: 60 working days

On or before October 31st (optional)

Employee will complete Growth Goal in MyPassport

Evaluation finalized in MyPassport by June 15th

Written performance review must be completed a minimum of every 3 years after probationary period.

- Bus drivers and Food Services: once a year for 2 years, then once a year every 3 years

Admin/Prof Tech

On or before October 31st

Employee will complete Growth Goal in MyPassport

Evaluation finalized in MyPassport by June 15th

Written performance review must be completed each year