

All Staff Evaluation Timeline – 2021-22

September 15, 2021

- ***Certified*** – last date for meeting with all certified staff to review evaluation process, evaluation types, timeline, steps and online management system.
- ***Administrator & Certified*** – last date for supervisors of evaluators to complete Initial Evaluation Set-up to assign evaluators for all administrators and teachers being evaluated.

October 15, 2021

- ***Administrator & Certified*** – last date for administrators or teachers being evaluated to submit requests for the Alternative Options process.
- ***Administrator & Certified*** – last date for evaluators to complete Initial Evaluation Set-up to assign evaluation types for all administrators and teachers being evaluated.
- ***Administrator & Certified*** – last date for administrators or teachers being evaluated to submit proposed Professional Growth/MSL Plan for evaluator review and approval.

October 31, 2021

- ***Administrator & Certified*** – last date for evaluators to review and approve Professional Growth/MSL Plans.
- ***Classified & P/T*** – last date for meeting with all classified and professional/technical staff to review evaluation process, timeline, steps and online management system.
- ***Classified & P/T*** – last date for evaluation supervisors to complete Initial Evaluation Set-up to assign evaluators for all classified and professional/technical staff being evaluated.

December 31, 2021

- ***Classified & P/T*** – last date for classified and professional/technical staff being evaluated to complete and submit the online Self-Evaluation for evaluator review.

January 31, 2022

- ***Certified*** – date by which evaluators must complete and document at least one formal observation for teachers.
- ***Administrator & Certified*** – date by which evaluators must enter initial professional practices rubric ratings.
- ***Administrator & Certified*** – last date for Mid-Year Review meetings to be held and acknowledged.
- ***Administrator & Certified*** – last date for Mid-Year Self-Reflection to be submitted to evaluators by administrators and teachers using the Alternative Options process.

February 28, 2022

- ***Certified*** – last date for teachers being evaluated to request an additional formal observation from evaluators.

March 1, 2022

- ***Certified*** – date when Initial End of Year Reviews can begin.

April 20, 2022

- ***Certified*** – last date for Initial End of Year Review Reports to be completed and shared by evaluators.
 - Final professional practices rubric ratings, summary of strengths and weaknesses, professional growth recommendations, dates of observations and recommendation for employment for the following year completed by evaluator.

May 15, 2022

- ***Administrator & Certified*** – last date for Professional Growth/MSL Plan results to be entered and submitted to evaluator by administrators and certified staff members being evaluated.
- ***Certified*** – last date for final end of year summary/reflection based on specific Alternative Option requirements to be completed and submitted to evaluator by certified staff members being evaluated.
- ***Certified*** – last date for Final End of Year Review Reports to be completed and shared by evaluators.
 - Final professional practices ratings, final MSL ratings, and final overall rating.

May 20, 2022

- ***Classified & P/T*** – last date for Final Evaluation Reports to be completed and shared by evaluators.
- ***Classified & P/T*** – last date for Final Evaluation meetings to be held and acknowledged by classified and professional/technical staff being evaluated.

June 15, 2022

- ***Administrator*** – last date for final end of year summary/reflection based on Alternative Option requirements to be completed and submitted to evaluator by administrators being evaluated.
- ***Administrator*** – last date for Final End of Year Review Reports to be completed and shared by evaluators.
 - Final professional practices rubric ratings, final MSL ratings, final overall rating, summary of strengths and weaknesses, professional growth recommendations and recommendation for employment for the following year.

June 30, 2022

- ***Administrator, Certified, Classified & P/T*** – last date for Final Acknowledgement of Completion to be completed by supervisors of evaluators for administrators and certified staff, and by optional final reviewers for classified and professional/technical staff.