St. Vrain | Human Resources

Evaluation Timeline At-A-Glance

September	
Administrator	<u>By September 15</u>: - Supervisors complete Initial Evaluation set-up
Certified	<u>By September 15</u>: - Principal/Supervisor offer training to staff and complete Initial Evaluation set-up
Classified	*n/a*
Professional Technical	*n/a*

October	
Administrator	<u>By October 15</u>: - Administrator should choose evaluation tool and propose Professional Growth/MSL plan <u>By October 31</u>: - Evaluator to review and approve Professional Growth Goals/MSL plan
Certified	<u>By October 15:</u> - Professional Growth Goals/MSL plan proposal due to evaluator for review - ***(Evaluator approval deadline is Oct 31)***
Classified	<u>By October 31:</u> - Meet with staff to review evaluation process and timeline - Evaluator complete Initial Evaluation set-up
Professional / Technical	<u>By October 31:</u> - Evaluator complete Initial Evaluation set-up

December / January	
Administrator	**By January 31:** - Professional Practice rubric ratings due - Mid-Year Review meetings must be held and acknowledged - Self-Reflection must be submitted, if using the Self-Reflection process
Certified	**By January 31:** - One formal observation must be completed - Mid-Year Review meeting due - Self-Reflection and Peer-Reflection due for Alternative Options.
Classified	**By December 31**: - Self-Evaluation completed and shared by staff member
Professional / Technical	**By December 31:** - Self-Evaluation completed and shared by staff member

February / March / April (Certified Only)	
Certified	**By February 28** - Last day certified staff can request an additional formal observation **After March 1:** - Initial End of Year Review can begin **By April 20:** - Initial End of Year Review report completed and shared by evaluator

May / June	
Administrator	**Starting May 15:** - Professional Growth/MSL plan results entered and submitted to the evaluator - End of Year final reflection due - Final End of Year Review report to be completed and shared **Week of May 30:** - Finalize Assistant Principal evaluation **Week of June 5:** - Finalized Principal evaluation **By June 15:** - Final Acknowledgement of Completion for ALL Admin evaluations
Certified	**By May 15:** - MSL Plan results entered and submitted to the evaluator - Final End of Year Review report completed and shared by evaluator. **By May 22:** - All Certified Evaluations must be completed
Classified	**By End of Contract Year:** - Evaluation report reviewed and acknowledged by staff members
Professional / Technical	**By End of Contract Year:** - Evaluation report completed and shared by evaluator - Evaluation meeting scheduled and held - Evaluation report reviewed and acknowledged by staff member - Optional employee response submitted by staff member

Resources:

Evaluation Management Login Page

St. Vrain Valley Schools Evaluation Guidelines