

APPENDIX A-1

TEACHER- PROFESSIONAL GROWTH AND EFFECTIVENESS TIMELINE

Timeline	Activity	Task or Document	RESPONSIBILITY OF	
			EVALUATEE	PRINCIPAL
Within first 30 instructional days	<ul style="list-style-type: none"> Orientation to the evaluation plan, including standards and performance criteria. 	<ul style="list-style-type: none"> <i>Teacher signature sheet for orientation (Appendix A -2)</i> 	✓	
Within first 30 instructional days of employment	<ul style="list-style-type: none"> Develop individual professional growth plan for all certified employees. 	<ul style="list-style-type: none"> <i>Teacher Professional Growth Plan and Student Growth Goal (Appendix A -3)</i> 	✓	✓
Completed by October 15th	<ul style="list-style-type: none"> Pre-observation within 5 instructional days First Principal Observation Due (FULL) Post Observation Due within 5 instructional days of evaluation 	<ul style="list-style-type: none"> <i>Pre Observation Form (Appendix A-5)</i> <i>Observation Form (Appendix A-6)</i> <i>Post Observation Form (Appendix A -7)</i> 	✓	
Completed by December 15th	<ul style="list-style-type: none"> (PEER- Mini—Summative Year Only) Post Discussion Recommended within 5 instructional days of visit 	<ul style="list-style-type: none"> <i>Peer Visit Documentation Form (Appendix A – 8)</i> 	✓	✓
Completed by February 15th	<ul style="list-style-type: none"> Third Observation Due (PRINCIPAL- Mini Unannounced)) Post Observation Due within 5 instructional days of evaluation 	<ul style="list-style-type: none"> <i>Observation Form (Appendix A-5)</i> <i>Post Observation Form (Appendix A-5)</i> 	✓	✓
Completed by February 15th	<ul style="list-style-type: none"> Third Observation Due (PRINCIPAL- Mini Unannounced)) Post Observation Due within 5 instructional days of evaluation 	<ul style="list-style-type: none"> <i>Observation Form (Appendix A-5)</i> <i>Post Observation Form (Appendix A-5)</i> 	✓	✓

Timeline	Activity	Task or Document	RESPONSIBILITY OF	
			EVALUATEE	PRINCIPAL
<i>During the Second Semester</i>	<ul style="list-style-type: none"> Administer Student Voice Survey 	<ul style="list-style-type: none"> <i>Student Voice Survey (Appendix A-8)</i> 	✓	✓
<i>Completed by April 5th</i>	<ul style="list-style-type: none"> Pre-observation within 5 instructional days Fourth Observation Due (PRINCIPAL-FULL) Post Observation Due within 5 instructional days of evaluation 	<ul style="list-style-type: none"> <i>Pre Observation Form (Appendix A-5)</i> <i>Observation Form (Appendix A-6)</i> <i>Post Observation Form (Appendix A -7)</i> 	✓	✓
<i>Completed by April 15th</i>	<ul style="list-style-type: none"> Summative Evaluation submitted to Human Resource Office 	<ul style="list-style-type: none"> <i>Summative Evaluation Form (Appendix A-9)</i> 	✓	

- ❖ Non-Tenured Teachers shall be on summative cycle annually. Tenured Teachers shall be on summative cycle a ***MINIMUM*** of once every three years. Additional observations, professional growth meetings and corrective action plans will be conducted at the discretion of the evaluator.

- ❖ **All Post Conferences are a collaboration effort between the evaluator and the evaluatee. The Evaluator has the final say in scoring.**