

## Educator Evaluation Timelines

### Timeline For Non PTS Educators or PTS on Improvement or Directed Growth Plans

Month	Evaluation Cycle
August/September	<ul style="list-style-type: none"> <li>● Evaluator Training</li> <li>● Educator Training</li> </ul>
October	Evaluator meets with Educators to establish goals (focus on Standards 1 and 2)
November	Evaluator completes first observation of Educator by November 30
January	<ul style="list-style-type: none"> <li>● Educator submits evidence for Standards 3 and 4</li> <li>● Educator submits evidence for goals</li> <li>● Evaluator completes first Announced Observation by January 31st</li> </ul>
February	<ul style="list-style-type: none"> <li>● Evaluator completes mid-cycle Formative Assessment (Step 3)</li> <li>● Educator signs Educator Evaluation Form within five (5) days of receipt</li> <li>● Evaluator holds Formative Assessment meetings</li> </ul>
April	<ul style="list-style-type: none"> <li>● Evaluator completes second Announced Observation by April 30<sup>th</sup></li> <li>● Educator submits evidence for Standards 3 and 4</li> <li>● Educator submits evidence of goals</li> </ul>
May	<ul style="list-style-type: none"> <li>● Evaluator completes Summative Evaluation Report by May 15<sup>th</sup></li> </ul>

	<ul style="list-style-type: none"> <li>• Educator signs Educator Evaluation Form within five (5) days of receipt</li> </ul>
June	<ul style="list-style-type: none"> <li>• Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory by June 1<sup>st</sup></li> <li>• Evaluator meets with Educators whose ratings are Proficient or Exemplary within five (5) days of the end of the school year</li> </ul>

**Timeline for PTS Educators on Self-Directed Growth Plans**

Month	Year 1 of Evaluation Cycle	Year 2 of Evaluation Cycle
August/ September	<ul style="list-style-type: none"> <li>• Evaluator Training</li> <li>• Educator Training</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluator Training</li> <li>• Educator Training</li> </ul>
October	<ul style="list-style-type: none"> <li>• Goal setting meetings</li> <li>• Goal submission (Educator Evaluation Form, Step 1)</li> </ul>	
October- May	Unannounced Observations (Educator Evaluation Form, Step 3)	Unannounced Observations (Educator Evaluation Form, Step 2)
May	Educator submission of evidence (Educator Evaluation, Step 2)	Educator submits reflection on goals
June	<ul style="list-style-type: none"> <li>• Evaluator completes Formative Evaluation (Education Evaluation, Step 4) <i>five (5) days before the end of the school year</i></li> <li>• Educator signs Educator Evaluation Form within five (5) days of receipt</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluator completes Summative Evaluation <i>five (5) days before the end of the school year</i></li> <li>• Educator signs Educator Evaluation Form within five (5) days of receipt</li> </ul>

		<ul style="list-style-type: none"><li>• Summative Evaluation meetings (if requested)</li></ul>
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