

Timelines (Overview)
2015-16

Months	Partner	Portfolio	Admin. Choice
Beginning mid-August and completed before initial meeting.	For all of the above options administrator provides information on evaluation processes. Certificated staff self-assess on appropriate Continuum and develop draft Area of Investigation		
Between 9/1 and 9/30	<u>Administrators fax/email/pony to Human Resources: "Choices" of Tenured staff</u> For all of the above options administrators will meet with certificated staff to review and agree on final form for the Area of Investigation		
Between 10/1 and 12/1 Partners follow sub schedule	1st Partner Pre Conferences, Observations .& Post Conferences	Write 1st portfolio selection and reflection. First quarter group meeting with administrator.	Between 10/1 and 12/15 1st Administrative, Choice Pre Conference Observation and Post Conference
		Write 2nd portfolio selection and reflection . Turn into administrator by 12/15	
Between 1/20 and 4/17 Partners follow sub schedule	2nd Partner Pre Conferences, Observations .& Post Conferences	Between 1/20 and 4/17 Write 3rd* and 4th* portfolio selections and reflections . *Administrator will collaborate to collect either the 3rd or 4th portfolio section and co-write the corresponding reflection through observation and conference.	Between 1/20 and 4/17 2nd Administrative, Choice Pre Conference Observation and Post Conference
Between 4/14 and 4/17	For all of the above options Final Evaluation Summary completed.		
4/22	Final evaluations due to HR signed and complete		

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Months	Administrative Mandated
Aug.	Staff informed on Evaluation Processes. Self-Assess on appropriate Continuum Develop goals in each standard, using form provided.
Sept.	Initial meeting reviewing the evaluation process, self-assessment and goal setting.
Oct.	1st Administrative Observation and Conferences (Pre Conference and Lesson Plan. Observation. Post Conference and 3-5 pieces of student work or appropriate evidence of results for Non-Classroom staff) Add any additional evidence to Portfolio Administrators fax/email/ponv to Human Resources: "Choices" of Tenured staff
Nov.	2nd Administrative Observation and Conferences (Pre Conference and Lesson Plan. Observation. Post Conference and 3-5 pieces of student work or appropriate evidence of results for Non-Classroom staff)
Dec.	Add any additional evidence to Portfolio
Jan.	Mid-Year Recommendation Share evidence of growth in the Professional Standards (Portfolio)
Feb.	Complete by second week in February Administrators fax/email/pony to <u>Human Resources</u> : "Mid-Year <u>Report</u> " of Non-Tenured staff
Mar.	3rd Administrative Observation with Lesson Plan & Conferences (Pre Conference and Lesson Plan. Observation. Post Conference and 3-5 pieces of student work or appropriate evidence of results for Non-Classroom staff)
Apr. By April 13 to April 17	Add any additional evidence to Portfolio Complete by second week in April Self-Assess on appropriate Continuum Final Evaluation -- Summative Meeting and signatures.
April 22 Final Evaluations are completed and sent to HR	
Final Evaluation Summaries for both Non-Tenured and Tenured staff	