

A Timeline for the Evaluation Process and Improvement of Instruction Guide

	Probationary Teachers	Contract Teachers
August/ September	<ul style="list-style-type: none"> ❖ Meeting with building administrator to discuss Evaluation and Supervision Process ❖ Complete Self-Assessment 	<ul style="list-style-type: none"> ❖ Overview of Evaluation and Supervision Process ❖ Complete Self-Assessment
October	<ul style="list-style-type: none"> ❖ Formal and informal observations ❖ 1st Formal & Post-Conference by end of October. 	<ul style="list-style-type: none"> ❖ Informal observations ❖ 1st Informal & Post-Conference by end of October.
November	<ul style="list-style-type: none"> ❖ Formal and informal observations ❖ Meeting with building administrator to discuss goal progress ❖ Initial SLGG Meeting by Nov. 12 ❖ *Goal Conference/Submit written goals – by Nov. 15th 	<ul style="list-style-type: none"> ❖ Informal observations ❖ Initial SLGG Meeting by Nov. 12 ❖ *Goal Conference/Submit written goals – by Nov. 15th
December	<ul style="list-style-type: none"> ❖ Formal and informal observations ❖ 1st Informal & Post-Conference by Winter Break. 	<ul style="list-style-type: none"> ❖ Informal observations ❖ 2nd Informal & Post-Conference by Winter Break.
January	<ul style="list-style-type: none"> ❖ Formal and informal observations 	<ul style="list-style-type: none"> ❖ Informal observations
February	<ul style="list-style-type: none"> ❖ Formal or informal observations ❖ Meeting with building administrator to discuss contract renewal/non-renewal ❖ Board action on renewal/non-renewal 	<ul style="list-style-type: none"> ❖ Informal observations ❖ Meeting with building administrator to discuss contract extension/non-extension ❖ Board action on renewal/non-renewal
March	<ul style="list-style-type: none"> ❖ Board action on renewal/non-renewal ❖ *Notification of Employment – March 15 ❖ Mid-Year Goals Conference and Mid-Year SLGG Meeting by March 15th. 	<ul style="list-style-type: none"> ❖ Board action on extension/non-extension ❖ *Notification of Employment – March 15 ❖ Mid-Year Goals Conference and Mid-Year SLGG Meeting by March 15th.
April	<ul style="list-style-type: none"> ❖ Check progress on goals ❖ Informal ❖ 2nd Informal & Post-Conference by end of April 	<ul style="list-style-type: none"> ❖ Check progress on goals ❖ Informal ❖ 3rd Informal & Post-Conference by end of April
May/June	<ul style="list-style-type: none"> ❖ Complete Summative Self-Assessment ❖ Final SLGG assessment/meeting concluded (planning new goals) ❖ *Summative Evaluation - prior to last work day for teachers 	<ul style="list-style-type: none"> ❖ Complete Summative Self-Assessment ❖ Final SLGG assessment/meeting concluded (planning new goals) ❖ *Summative Evaluation - prior to last work day for teachers