<table>
<thead>
<tr>
<th>EVALUATION COMPONENT</th>
<th>TIMELINE</th>
<th>REQUIREMENTS</th>
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| Training & Orientation                                                             | Prior to completing self-assessment | ● Training video for all Staff (District Administration)  
● Notification of Evaluator (Principal)  
● Orientation video to the evaluation process (Principal) |
| Self-Assessment                                                                    | October 1                       | ● Self-Assessment Rubric (Teacher)                                         |
| Review of Annual Goals & Performance Plan Including Educators for Whom SLOs are Required (see page 5)*face-to-face meeting | November 1                     | ● Review Prior Year Final Rating  
● Completed Self-Assessment (Teacher)  
● Professional Growth Plan with PPS Goals (Teacher)  
● MSL Goals (Principal & Teacher)  
● Formal Conference (Principal & Teacher) |
| Mid-Year Review *face-to-face meeting                                               | February 17                     | ● Mid-Year Review Form (Principal)  
● PPS Rubric to Date (Principal)  
● Formal Mid-Year Review Conference to review Rubric, PPS & MSL Goals (Principal & Teacher) |
| Required Artifact for Professional Practice Rating                                  | Ongoing--completed by March 31  | ● Gather and complete all supporting documents for chosen measure  
● Complete reflection for chosen measure  
● Upload to RANDA                                                                 |
| Submission of Final SLO Data                                                        | April 15                        | ● Turn in to evaluator for scoring                                           |
| Evaluator Assessment                                                               | Ongoing--completed by April 30  | ● Rubric Ratings (Principal)  
● Collect additional artifacts if necessary                                            |
| End of Year Review *face-to-face meeting **If educator and evaluator agree on the final effectiveness rating, this step may be combined with the final effectiveness rating step. | On or before May 6 June 5 for Principal Evaluation | ● Self-Assessment Rubric (Teacher)  
● Evaluator Assessment Rubric Worksheet (Principal)  
● Professional Growth Plan for current and subsequent year (Teacher)  
● End of Year Review Meeting (Principal & Teacher) |
| Final Effectiveness Ratings                                                        | May 6 June 5 for Principal Evaluation | ● Final PPS Rating Submitted (Principal)  
● Preliminary Written Evaluation Report  
● PPS Evaluation Worksheet (Principal)  
*no meetings required |
| Goal-Setting & Performance Planning                                                 | Prior to next evaluation cycle  | ● Professional Growth Plan (projected PPS Goals)  
*no meetings required |
| Final Effectiveness Rating                                                         | Due by May 23 Annually           | ● Final MSL Composite Score & Score Sheets (Principal)  
● Final Combined Summative Rating submitted to Human Resources (Principal)  
● Final Combined Summative Rating uploaded to On-line management system |