

**Evaluation Cycle Timeline**

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| **Deadline** | **Person Responsible** | **Task** |
| Oct 1st | Educators on…   * 1-year Self-Directed Growth plans * 2-year Self-Directed Growth plans * Developing Educator plans | Educator submits self-assessment and proposes goals and action steps (now on one page) in EDFS.  Educator in the second year of a 2-year plan proposes new goals and action steps, but **does not** submit a new self-assessment. |
| Oct 1st | Evaluator | Evaluator meets with any first-year educators to assist in self-assessment, goal-setting and action planning process.  Evaluator crafts goals and action plans for any educators on Improvement Plans. |
| Month of October | Educator | Educator revises goals and action plans (if necessary) and submits them on EDFS for evaluator’s approval. |
| Nov 1st | Evaluator | Evaluator approves goals and action plans for each educator in his or her caseload. |
| Nov 15th | Evaluator | Evaluator completes first classroom observation of each educator on his or her caseload and gives feedback within five school days. |
| Midway through Educator’s cycle | Evaluator | Evaluator completes:  - **Formative Assessment** for educators on all plans that are a year or shorter in length. (This will be approximately February for one-year Self-Directed Plans, and mid-way through any shorter plan);  - **Formative Evaluation** for educators in the first year of a 2-year Self-Directed Growth plan by June 1st. |
| May 15th | Evaluator | Evaluator completes **Summative Evaluations** for Educators on 1-year Self-Directed Growth plans, Developing Educator plans, and the second year of 2-year Self-Directed Growth plans. |
| June 1st | Evaluator | Evaluator completes **Formative Evaluation** for educators in the first year of a 2-year Self-Directed Growth plan by June 1st. |
| June 1st | Evaluator | Evaluator meets with Educators whose overall **Summative Evaluation** ratings are Needs Improvement or Unsatisfactory. |