



Evaluation Calendar 2017-2018

<p style="text-align: center;">Comprehensive Cycle</p> <p>New Teachers, Licensed Support Staff, and Teacher Leadership specialists who have not completed 3 consecutive years. (Teachers, Counselors, Media Specialist, Psychologists, Social Workers, and Instructional Technology Facilitators, Curriculum Facilitators, Literacy Coaches, Central Office Base Curriculum Coaches, etc.)</p>	Interim; Beginning Teacher; One-Year Contract; Less than 3 Consecutive Years of Experience All licensed teachers with less than 2 years experience as a licensed teacher must be observed twice in the first semester (NO Performance Concerns)		Interim; Beginning Teacher; One Year Contract; Less than 3 Consecutive Years of Experience Possible Non-Renewal (Performance Concerns)		
	Requirement	Completion Date		Requirement	Completion Date
	Orientation	9/1/17		Orientation	9/1/2017
	Self-Assessment	9/11/2017		Self-Assessment	9/11/2017
	PDP	9/11/2017		PDP	9/11/2017
	Observation #1 (formal)	11/17/2017		Observation #1 (formal)	11/17/2017
	Observation #2 (formal)	2/2/2018		Possible Non-Renewal Letter 12/15/2017	
	Mid-Year PDP Review	2/2/2018		Observation #2 (formal)	1/12/2018
	Observation #3 (formal)	4/20/2018		Mid-Year PDP Review	1/19/2018
	Peer Observation	4/20/2018		Observation #3 (formal)	3/23/2018
	Final PDP Review	5/25/2018		Peer Observation	3/23/2018
	Summary Evaluation Rating	5/25/2018		Final PDP Review	4/20/2018
		Summary Evaluation Rating	4/20/2018		
		Final Non-Renewal Decision 4/20/18			
<p style="text-align: center;">Standard Cycle</p> <p>Experienced Teachers (licensure renewal year), Licensed Support Staff, Teacher Leadership Specialists and Career Development Coordinators who have completed three or more consecutive years. (Counselors, Media Specialists, Psychologists, Social Workers, and Instructional Technology Facilitators, Curriculum Facilitators, Literacy Coaches, Central Office Curriculum Coaches, etc.)</p>	Requirement	Completion Date	<p style="text-align: center;">Related Service Providers Observation/Evaluation Timeline (Speech Language Pathologists, Occupational Therapists, Physical Therapists, School Nurses)</p>		
	Orientation	9/1/2017		Requirement	Completion Date
	Self-Assessment	9/11/2017		Orientation	9/1/2017
	PDP	9/11/2017		Self-Assessment	9/11/2017
	Observation #1 (formal)	12/8/2017		PDP	9/11/2017
	Observation #2 (informal)	2/2/2018		Observation #1 (formal)	12/15/2017
	Mid-Year PDP Review	2/2/2018		Mid-Year PDP Review	2/23/2018
	Observation #3 (informal)	5/11/2018		Final PDP Review	5/25/2018
	Final PDP Review	5/25/2018		Summary Evaluation Rating	5/25/2018
	Summary Evaluation Rating	5/25/2018			
<p>(Teachers who have completed 3 consecutive years in GCS, in another district (in- or out-of- state) may be evaluated on the Standard or Abbreviated cycle. The Standard is recommended for the first year.</p>					
<p style="text-align: center;">Abbreviated Cycle</p> <p>Experienced Teachers who have completed three or more consecutive years (non-licensure renewal year; experience can be in or out of district)</p>	Requirement	Completion Date			
	Orientation	9/1/2017			
	Self-Assessment	9/11/2017			
	PDP	9/11/2017			
	Observation #1 (informal)	12/8/2017			
	Mid-Year PDP Review	2/23/2018			
	Observation #2 (informal)	5/11/2018			
	Final PDP Review	5/25/2018			
Summary Evaluation Rating	5/25/2018				

NOTE: Early Colleges, Middle Colleges, Academies (any school that ends prior to June 1) must have all evaluation documents completed and submitted to Human Resources prior to the last day for 10 month employees.



School Based Classified	Requirement	Completion Date		
Hard copy documents for all employees other than those evaluated in NCEES must be received in HR two days after the completion date	Summary Evaluation	6/1/2018		
Follow this timeline for Administrators you are considering for Renewal			Follow this timeline for assistant principals being considered for Possible Non-Renewal	
Assistant Principals	Requirement	Completion Date	Requirement	
	Orientation	9/1/2017	Orientation	
	Self-Assessment	9/11/2017	Self-Assessment	
	Goal Form	9/11/2017	Goal Form	
	Observation/Feedback (no form required)	12/1/2017	Observation/Feedback (no form required)	
	Progress Toward Achieving Goals	1/19/2018	Progress Toward Achieving Goals	
	Evaluation Rubric	6/15/2018	Possible Non-Renewal Conversation and Letter 1/26/2018	
	Summary Evaluation Rating	6/15/2018	Evaluation Rubric	4/20/2018
		Summary Evaluation Rating	4/20/2018	
			Final Non-Renewal Decision 4/20/2018	
Follow this timeline for Administrators you are considering for Renewal			Follow this timeline for Principals being considered for Possible Non-Renewal	
Principal	Requirement	Completion Date	Requirement	
	Orientation	9/29/2017	Orientation	
	Self-Assessment	9/29/2017	Self-Assessment	
	Goal Form	9/29/2017	Goal Form	
	Observation/Feedback (no form required)	12/1/2017	Observation/Feedback (no form required)	
	Progress Toward Achieving Goals	1/19/2018	Progress Toward Achieving Goals	
	Consolidated Performance Assessment	6/15/2018	Possible Non-Renewal Conversation and Letter 1/26/2018	
	Evaluation Rubric	6/27/2018	Consolidated Performance Assessment	3/30/2018
	Summary Evaluation Rating Form	6/27/2018	Evaluation Rubric	4/20/2018
			Summary Evaluation Rating Form	4/20/2018
			Final Non-Renewal Discussion 4/20/2018	
Central Office	Requirement	Completion Date		
	Summary Evaluation	6/29/2018		

NOTE: Early Colleges, Middle Colleges, Academies (any school that ends prior to June 1) must have all evaluation documents completed and submitted to Human Resources prior to the last day for 10 month employees.