

Educator Evaluation Timeline
Non-Professional Status (NPS) & Professional Status Educators on One-Year Plans

Activity:	Completed On or Before:
1. System-wide and school-based initiatives distributed to educators: - strategic plan (priority system-wide initiatives), - curriculum areas of focus, - school improvement plan, - district curriculum accommodation plan, and/or - DESE rubric	End of 1 st week of school
2. List of evaluator/educator with primary evaluator and other observers (including supervising evaluator)	End of 1 st week of school
3. Superintendent, principal, or designee meets with evaluators and educators to explain evaluation process	9/15
4. Evaluative observations based on rubric may begin during 2 nd full week of school	n/a
5. Evaluator meets with educators to assist in self-assessment and goal setting process.	10/1
6. Educator submits self-assessment, proposed goals, and Educator Plan to evaluator	10/15
7. Evaluator meets with educator in teams or individually to review Educator Plan and to provide an organizational chart of the evaluators and supervisors. Educator Plan may be established at Summative Evaluation Report meeting in prior year. - within 5 days, the educator may submit a written response - within 5 days from the receipt of educator's response, the evaluator approves the Educator Plan	10/30
8. Evaluator should complete first evaluative observation of each educator with written feedback to educator within 5 days of observation	11/15
9. Educator submits evidence on standards and/or progress toward goals *or 4 weeks prior to Formative Assessment Report date established by evaluator	1/7
10. Evaluator should complete mid-cycle Formative Assessment Report	1/30
11. Evaluator holds Formative Assessment Meeting if requested by either evaluator or educator	2/13
12. Evaluator observes at least one full lesson with a written follow-up and conversation with educator	5/1
13. Educator submits additional evidence on standards and progress toward goals *or 4 weeks prior to Formative Evaluation Report date established by evaluator	4/16*
14. Evaluator submits Summative Evaluation Report and meets with educators whose overall ratings are NI or U *within 5 days the educator submits the signed Evaluation Report and may also submit a written response	5/14*
15. Evaluator submits Summative Evaluation Report to educators whose overall ratings are P or E. A meeting may occur at the request of the evaluator or educator *within 5 days the educator submits the signed Evaluation Report and may also submit a written response	5/29*

Notes:

- Any educator hired after October 1st and who has not previously completed such an activity, shall complete such a professional learning activity about self-assessment and goal setting within three (3) months of the date of hire.
- The timeline for Educators on Plans of less than one year will be established in the Educator Plan
- The reference to days means school days
- If completion dates fall on a non-school day, prior check in with evaluator/evaluate is suggested