

Employee Evaluation Timeline: 2020-21

Task	Key People	Key Actions	Due Date
Diagnostic Assessments	Employees	Administer and score Diagnostic Assessments	September 18
		K-2: Acadience Reading BOY Benchmark and Math Diagnostics administered and scored	October 8, 2020
Goal Setting Conversation	Evaluators and Employees	Complete goal setting conversations and submission of baseline data to Evaluator	October 30, 2020
SLT's	Employees	Enter Student Learning Targets in CIS	October 30, 2020
SLT Review	Evaluators	Review all submitted SLT's in CIS and provide feedback	November 6, 2020
PGP's	Employees	Enter Professional Growth Plan in CIS	November 13, 2020
SLT Acceptance	Evaluators	Accept all teachers' SLT's in CIS	November 13, 2020
SLTs, SLT Review, SLT Acceptance (Semester) Teachers with Spring Semester SLT's only	Employees	Compile data on 1 st Semester SLT's	January 15, 2021
		Report the results on 1st semester SLTs in CIS and submit Teacher Created Assessments (if necessary)	January 29, 2021
	Employees	Administer assessments and gather baseline data; Enter 2nd semester SLTs in CIS	February 12, 2021
	Evaluators	Rate 1st semester SLTs in CIS; Review Teacher Created Assessments	February 12, 2021
	Evaluators	Review and accept Teacher's SLTs in CIS	February 24, 2021
SLT's	Employees	Administer End of Year Assessments	See EOY Testing Windows
Evaluations completed	Evaluators	For all employees with EOY Assessment results available by May 27: -Complete Final Evaluations in CIS; Conduct End of the Year conversation	May 27, 2021
		For any employees with EOY Assessment results made available after May 27: -Complete Final Evaluations in CIS; Conduct End of the Year conversation	As EOY Assessment results become available
Final evaluation deadline	Evaluators	-All evaluations completed -Evaluates sign off on evaluation -Final scores entered in CIS	September 1, 2021

