

## TIMELINE FOR EVALUATIONS 2021 – 2022

Listed below are the dates the Observations, Evaluation Summaries, and Final Evaluations are **due to the Employee Development Office (HR)**. [employeedevelopment@sbcusd.k12.ca.us](mailto:employeedevelopment@sbcusd.k12.ca.us)

### **Submission Requirements Changes:**

- **New administrators** in years 1-2 of their assignment: Please ensure that your supervisor reviews your evaluations for compliance prior to submission of documents for ALL evaluatees according to the attached HR timeline.
- **Experienced administrators:** Please submit evaluation documents for ALL NON-PERMANENT evaluatees according to the attached HR timeline. At the end of the year, submit ALL of the finalized evaluation documents for all evaluatees for entry into the personnel file.

**\*NOTE:** Notice & Orientation form must be completed within the first twenty (20) workdays and Goal Setting must be completed within the first thirty (30) workdays of the school year or assignment to the location. Observations may commence at any time after the orientation meeting has been conducted.

**All Evaluatees - Notice & Orientation Meeting for sites: No later than Friday, August 20, 2021 – Recommendation is to conduct the meetings for all educators and obtain signatures July 30, 2020 or at your first MOU. Notice & Orientation Meeting for departments: No later than twenty (20) workdays with Goal setting no later than thirty (30) workdays after the work year begins.**

All Evaluatees – Completion of Goal Setting Meetings (Sites)  
**Friday, September 3, 2021**

P1, P2, Intern, Temporary, and Emergency Teachers – **First Observations** and Evaluation Summaries (electronic copies):  
**Friday, September 17, 2021**

P1, P2, Intern, Temporary, and Emergency Teachers – **Second Observations** and Evaluation Summaries **with Goal Monitoring Feedback** -required for all evaluatees- (electronic copies):

Permanent Teachers – **First Observations** and Evaluation summaries with **Goal Monitoring Feedback** -including those with one (1) observation or in program review- (electronic copies):  
**Friday, December 10, 2021**

**\*NOTE:** Conduct the following at any time **BEFORE** the final evaluation/assessment goals meeting.

P1, P2, Intern, Temporary and Emergency Teachers – **Third Observations** and Evaluation Summaries (electronic copies):

Permanent Teachers - **Second and Third Observations** (as needed) and Evaluation Summaries (electronic copies):  
Any time **BEFORE** the Final Evaluations are completed.

**ALL EVALUATEES – Complete Final Evaluation/Goal Assessment Meetings on or before:**

**Tuesday, May 3, 2022**

All signed evaluation documents and related attachments due **ELECTRONICALLY**  
to: [employeedevelopment@sbcusd.k12.ca.us](mailto:employeedevelopment@sbcusd.k12.ca.us)

**Monday, May 16, 2022**

**MUST BE IN ORDER!! (SEE PROCEDURES FOR SUBMISSION) [CLICK HERE](#)**

AS YOU COMPLETE THIS PROCESS, PLEASE REMEMBER TO USE THE **CURRENT 2021-2022 EVALUATION FORMS AND PROCEDURES** (revised dates are found @ the bottom), WHICH CAN BE ACCESSED on the District Employee Development website: [https://sbcusd.com/district\\_offices/human\\_resources\\_division/employee\\_development/evaluation\\_documents](https://sbcusd.com/district_offices/human_resources_division/employee_development/evaluation_documents)