

Date	Activity
August	<ul style="list-style-type: none"> Assign evaluators to staff for rubric/professional practices evaluation Assign Individual Educator Goal (IEG) approvers to staff Continue as needed for newly hired staff, returns from leave, etc. Suspend evaluations, if necessary
September 1st - October 14th	<ul style="list-style-type: none"> IEGs for first semester interval submitted by educators in Jeffco SOARS Approvers in the process of vetting goals
October 14th	<ul style="list-style-type: none"> First semester Individual Educator Goals (IEGs) entered into SOARS
October 1st - 28th	<ul style="list-style-type: none"> Principals and Assistant Principals approve IEGs entered in Jeffco SOARS
October	<ul style="list-style-type: none"> Target date for first draft of UIP in Jeffco SOARS School Goal (entered in SOARS) approved by Achievement Director Principal and Assistant Principal IEGS due in SOARS
December	<ul style="list-style-type: none"> First observation for all licensed educators completed
December 12th	<ul style="list-style-type: none"> All UIP revisions completed and final UIP due to Achievement Directors
October – May	<ul style="list-style-type: none"> Mid-Year Progress Check-In with educators and IEG Approvers to progress monitor Individual Educator Goals (IEGs) Educators may add/modify/edit goals with supervisor approval Educators may input points earned as IEG instructional intervals end and result data becomes available Approvers approve and finalize IEGs as points earned are submitted (at the end of instructional intervals)
January - April	<ul style="list-style-type: none"> Completion of second observation for all <u>Probationary</u> licensed educators
April 15th	<ul style="list-style-type: none"> Rubric portion of evaluation completed for <u>Probationary or Temporary</u> teachers
May 15th	<ul style="list-style-type: none"> Rubric portion of evaluation completed for <u>Non-Probationary</u> teachers
May 26th	<ul style="list-style-type: none"> Educators have all available data (points earned) submitted in Jeffco SOARS for IEGs Approvers approve and finalize IEGs as points earned are submitted (at the end of instructional intervals)
June 9th	<ul style="list-style-type: none"> Approvers have approved all IEG point submissions in Jeffco SOARS Principal/Assistant Principal rubric portion of evaluations completed
August 31	<ul style="list-style-type: none"> All IEGs are reviewed by IEG Approvers to ensure all IEGs are in Points Approved or Finalized status
September/October	<ul style="list-style-type: none"> Final overall ratings are assigned to educators based on the matrix