

PRINCIPAL EVALUATION TIMELINES

2018-2019 SCHOOL YEAR

STEPS IN CERTIFICATED EVALUATION PROCESS	TRADITIONAL CALENDAR	YEAR-ROUND CALENDAR
Orientation/Training (1 st 3 weeks of pupil attendance) All documents, templates, worksheets, and applicable evaluation tools will be provided.	Aug. 8 - Sep. 14	Aug. 8 - Sep. 14
Written Notice of Evaluator Change If the evaluator is changed, the principal shall be advised in writing whom his/her evaluator shall be.	No later than September 14	No later than September 14
Principal and Evaluator Conference In the first year of the evaluation period, the Principal and Evaluator mutually identify 1 or 2 professional goals and develop a written plan. At the conference, the Principal will provide a self-evaluation of his/her performance, and the evaluator may provide an assessment of the Principal's current performance.	No later than Nov. 16	No later than Nov. 16
Mid-Year Evaluation Discussions Occur in both year 1 and 2 of the evaluation cycle. The goal of the meeting is to provide an opportunity for an interim progress review.	January/February	January/February
End of Year Evaluation Discussions In the first year of the evaluation cycle shall occur prior to the last day of student instruction. The goal of the meeting is to provide an opportunity for an interim progress review.	Before June 14	Before July 19
Principal End of Year Self-Assessment Shall occur no later than 1 week after the final day of student instruction in the second year of the evaluation period.	June 20	July 27
Evaluator's End of Year Assessment Shall occur prior to the last day of the principal's work year in the second year of the evaluation.	July 2019 (Prior to the last work day)	July 2019 (Prior to the last work day)
Evaluation Due to Employee Shall receive prior to the last day of the principal's work year in the second year of the evaluation and year 1 and 2 for new.	July 2019 (Prior to the last work day)	July 2019 (Prior to the last work day)
Principals with performance deficiencies must receive ongoing written feedback and notice of Reassignment by 3/15/19.		