

CERTIFICATED EVALUATION TIMELINES

2017-2018 SCHOOL YEAR

For SDEA Unit Members Working 184 Days on the Traditional or Year-Round Calendar

STEPS IN CERTIFICATED EVALUATION PROCESS	TRADITIONAL CALENDAR	YEAR-ROUND CALENDAR
Staff Meeting (1 st 4 weeks of pupil attendance)	August 28 - September 22, 2017	August 28 – September 22, 2017
Objectives/Assessment Discussion Conference (35 calendar days after school starts)	September 29, 2017	September 29, 2017
Employee Turns In Written Objectives, Criteria and Assessment Techniques To Supervisor (10 workdays after conference)	October 13, 2017	October 13, 2017
Supervisor Review of Objectives (Must approve or disapprove within 10 workdays)	October 27, 2017	October 27, 2017
Last Day Progress Check/ Remediation Plan For Prob 2 (50 work days before summary evaluation report)	November 14, 2017	November 1, 2017
Last Day Progress Check/ Remediation Plan For Prob 1, Intern & Permanent (50 work days before summary evaluation report)	February 9, 2018	January 31, 2018*
Summary Evaluation Draft For Prob 2 Discussion, meeting, Then final copy (3 rd Friday of February) Due no later than	February 15, 2018	
Summary Evaluation Draft For Prob 1, Permanent, Leave Replacement, Restricted, Intern Discussion, meeting, then final copy (Last work day in April for traditional) Due no later than	April 30, 2018	May 15, 2018
Evaluation Due to Employee Not later than 30 calendar days prior to the last day of school	May 15, 2018	June 21, 2018

Earlier timelines are established for evaluation of certificated unit members whose performance has been evaluated as "requires improvement" or "unsatisfactory" during the previous school year (see Collective Bargaining Agreement). Timelines may vary for unit members working an individual calendar.

* Date assumes site has one teacher preparation day during year-round spring break- May vary from site to site.