

2020-2021 Evaluation Timeline

Activity	No Later Than
Newly hired educators receive SPS evaluation orientation by school principals.	Oct. 9, 2020
Voluntary school-based meetings are offered to explain the evaluation process.	Oct. 9, 2020
Evaluators meet with first-year educators to assist with the evaluation process.	Oct. 16, 2020
Educators on one-year plans or in the first year of a two-year plan submit a self-assessment and draft goals.	Oct. 23, 2020
Educators who received <i>needs improvement</i> on one of the four standards on their previous Formative Evaluation submit a self-assessment.	Oct. 23, 2020
Evaluators meet with Educators on one-year plans or in the first year of a two-year plan, to establish Educator goals.	Oct. 30, 2020
Evaluator approves Educator goals for Educators on one-year plans or in the first year of a two-year plan.	Nov. 16, 2020
Evaluator completes first observation of each Educator.	Nov. 16, 2020
Educators on one-year plans submit evidence on parent outreach, professional growth, progress on goals and other standards if desired.	Jan. 22, 2021
Evaluator completes mid-cycle Formative Assessment Reports for Educators on one-year plans.	Feb. 22, 2021
Evaluator holds Formative Assessment meetings if requested by either the Educator or the Evaluator.	March 5, 2021
All announced and unannounced observations and post conferences for the year shall be completed.	April 30, 2021
All Educators submit evidence on Standards I-IV, progress on goals, and reflection. Educators completing one or two-year plans should submit all evidence at this time. Educators midway through plans should submit evidence on progress to-date.	May 10, 2021
Evaluator completes Formative or Summative Evaluation report. Educators receiving Summative Evaluations or those receiving Needs Improvement or unsatisfactory on one or more of the standards shall meet with the Evaluator.	June 4, 2021
Educator signs Summative Evaluation report and adds response, if any.	Within five school days of receipt

Educator Plan Assignment

If you are in your **first, second, or third year** in the district, you will be assigned to a **Developing Educator Plan**.

If you are in your **fourth year** in the district, you will be assigned to **year one** of a two-year **Self-Directed Growth Plan**.

If in 2019-2020 you were assigned to **Year One of a Two-Year Self-Directed Growth Plan**, you will again be assigned to **Year One of a Two-Year Self-Directed Growth Plan**.

If in 2019-2020 you were assigned to a **Directed Growth Plan** you will discuss your specific situation with your Evaluator.

If in 2019-2020 you were assigned to a **Two-Year Self-Directed Growth Plan** the following will apply. If you were in **Year One**, you will again be assigned to **Year One of a Two-Year Self-Directed Growth Plan**. If you were in **Year Two** you will again be assigned to **Year Two of a Two-Year Self-Directed Growth Plan**. Educators assigned to these plans may continue with their same goals/plans and are not required to complete a new self-assessment unless they wish to rewrite their goals.

Observations

Educators in their **First or Second Year** on a **Developing Educator Plan** shall receive at least **one announced observation** and at least **four unannounced observations**.

Educators in their **Third Year** on a **Developing Educator Plan** may request **one announced observation** and shall receive at least **five unannounced observations**.

Educators on a **Directed Growth Plan** shall receive at least **five unannounced observations**.

Educators just receiving **Professional Teacher Status** and in the **First Year** of a **Two-Year Self-Directed Growth Plan** shall receive **three unannounced observations** in 2020-2021 and **two unannounced observations** in 2021-2022.

Educators returning to the **same self-directed growth plan** from **2019-2020** shall receive a **total of five unannounced observations** over the course of their plan. If an educator has received their **fifth unannounced observation already** no further unannounced observations shall occur through the duration of the plan.