|  |  |  |
| --- | --- | --- |
| **Event** | **Principal Actions** | **Teacher Actions** |
| **Evaluation Planning**  **10/1/16 – 10/28/16** | 1. Principal reviews form; schedules meeting, **if needed**. | 1. Teacher completes and submits **Evaluation Planning Form** (Portfolio and PGP). |
| **1st Observation**  **10/3/16 - 11/10/16 Probationary**  **10/3/16 - 12/16/16 Non Probationary**  (If needed, principal schedules a pre-observation meeting to discuss lesson and class to be observed.) | 1. Principal schedules observation. 2. Principal saves **Danielson *Framework for Teaching* scoring form** and notes in TE. 3. Principal schedules post-observation meeting. | 1. Teacher confirms. 2. Teacher completes and submits the **Pre-Observation Form**. 3. Teacher confirms. 4. Teacher completes and submits **Post-Observation Reflection Form**. |
| **Mid-Year Check-in**  **12/5/17 – 1/20/17** | 1. Principal confirms receipt of document. | 1. Teacher completes Mid-Year Checklist. |
| **2nd Observation**  **11/14/16 -1/18/17 Probationary**  **12/16/16 5/5/17 Non Probationary**  (If needed, principal schedules a pre-observation meeting to discuss lesson and class to be observed.)  **3rd Observation 1/21/17 - 5/5/17** | 1. Principal schedules observation. 2. Principal saves **Danielson *Framework for Teaching* scoring form** and notes in TE. 3. Principal schedules post-observation meeting. | 1. Teacher confirms. 2. Teacher completes and submits the **Pre-Observation Form**. 3. Teacher confirms. 4. Teacher completes and submits **Post-Observation Reflection Form**. |
| **Portfolio Review**  **2/1/17-3/30/17** | 1. Principal schedules Portfolio/PGP Review Meeting. | 1. Teacher confirms. 2. Teacher completes and submits **Portfolio/PGP Reflection Form** prior to meeting. |
| **Summative Evaluation**  **5/5/17-6/9/17** | 1. Principal schedules Summative Evaluation Meeting. 2. Principal completes **Summative Evaluation Form**. | 1. Teacher confirms.      1. Teacher signs **Summative Evaluation Form**. |

**Timeline for Teacher Evaluation**