**Timeline for Assistant Principal Evaluation**

| **Events** | **Principal Actions** | **Assistant Principal Actions** |
| --- | --- | --- |
| **Evaluation Planning**  **10/1/16 – 10/21/16**  **If needed, principal schedules meeting.** | 1. Principal reviews; schedules Evaluation Planning Meeting, **if needed**. | 1. Assistant Principal completes and submits **Evaluation Planning Form** (PGP and Portfolio Artifacts). |
| **1st Observation**  **10/17/16-12/12/16** | 1. Principal schedules observation. 2. Principal saves **Instructional Feedback Observation Scoring Form** and notes in TE. 3. Principal schedules Post-Observation Conference. | 1. Assistant principal confirms and submits **Teacher Consent Form** and completed **Teacher Observation Forms**. 2. Assistant Principal confirms. |
| **Mid-Year Check in**  **12/19/16–2/21/17** | 1. Principal confirms receipt of document. | 1. Assistant principal completes and submits **Mid-Year Checklist**. |
| **2nd Observation**  **12/5/16-5/5/17**  **If needed, principal schedules meeting to discuss 2nd observation.** | 1. Principal schedules observation. 2. Principal saves **Instructional Feedback Scoring Form or Non-Instructional Observation Scoring Form** and notes in TE. 3. Principal schedules Post-Observation Conference. | 1. Assistant principal confirms and submits either the **Teacher Consent Form** and completed **Teacher Observation Forms OR** the **Non-Instructional Observation Planning Form**. 2. Assistant Principal confirms and completes **Observation Reflection Form** prior to meeting. |
| **Portfolio Review (including PGP)**  **5/30/17-6/19/17** | 1. Principal schedules Portfolio Review meeting.      1. Principal completes and saves **Portfolio Scoring Form and PGP Development and Scoring Rubric**. | 1. Assistant principal confirms, uploads artifacts to BriteLocker, and completes the **Portfolio Reflection and PGP Reflection Forms**. |
| **Summative Evaluation**  **6/12/17-6/19/17** | 1. Principal schedules Summative Evaluation Meeting. 2. Principal completes **Leadership Time** and **Summative Evaluation Form**. | 1. Assistant principal confirms.      1. Assistant principal signs **Summative Evaluation Form**. |

\*All forms are signed by both parties in TalentEd.