

CERTIFICATED EVALUATION TIMELINES

2018-2019 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 27 - September 21, 2018	August 27 – September 21, 2018
Objectives/Assessment Discussion Conference (no later than 35 calendar days after school starts)	September 28, 2018	September 28, 2018
Employee Turns In Written Objectives, Criteria and Assessment Techniques To Supervisor (10 workdays after conference)	October 12, 2018	October 12, 2018
Supervisor Review of Objectives (Must approve or disapprove within 10 workdays)	October 26, 2018	October 26, 2018
Last Day Progress Check/ Remediation Plan For Prob 2 (50 work days before summary evaluation report)	November 14, 2018	October 30, 2018
Last Day Progress Check/ Remediation Plan For Prob 1, Intern & Permanent (50 work days before summary evaluation report)	February 8, 2019	February 1, 2019*
Summary Evaluation Draft For Prob 2 Discussion, meeting, Then final copy (3 rd Friday of February) Due no later than	February 15, 2019	
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, 2019	May 15, 2019
Evaluation Due to Employee Not later than 30 calendar days prior to the last day of school	May 10, 2019	June 19, 2019

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.