

CITE Evaluation Timeline for 2024-2025

Timeline		Responsibility	Priority
Beginning of Year Tasks	By September 30, 2024	Annual Orientation to CITE and the DCSD Evaluation Process & Complete Acknowledgement Form	Required
	Aug-Sept 2024	Select and Review Job Aligned Evaluation Rubric in the DCSD Digital Evaluation System	Required
	October 31, 2024	Deadline to Submit Professional Goal(s) in the DCSD Digital Evaluation System	Required
	October 31, 2024	Deadline to Submit Highly Effective Pathway Plan in the DCSD Digital Evaluation System	Required
	October 31, 2024	Submit Beginning of Year Self-Evaluation in DCSD Digital Evaluation System	Recommended
Ongoing Tasks		Evaluator/Evaluated Completes Observation Cycle <ul style="list-style-type: none"> PROBATIONARY: Two observation cycles NON-PROBATIONARY: One observation cycle 	Required
Middle of Year Tasks	February 14, 2024	Submit Middle of Year Self-Evaluation in DCSD Digital Evaluation System	Recommended
	January to Mid-February 2025	Evaluator Conducts Middle of Year Connections and Shares Middle of Year Summative Snapshots in the DCSD Digital Evaluation System *	Recommended
	Mid-February 2025	Review and Acknowledge Middle of Year Summative Snapshot	Recommended
	February 7, 2025	Notify Administrator and Director of Educator Effectiveness of Second Look Internal Review Request	Optional
End of Year Tasks	April 25, 2025	Submit End of Year Self-Evaluation in the DCSD Digital Evaluation System	Required
	May 1, 2025	Evaluator Reviews and Submits Summative Evaluation in the DCSD Digital Evaluation System - Including CITE 6 —> The summative window will close at 6pm.	Required
	May 7, 2025	Summative Evaluation Available for Teacher Review in the DCSD Digital Evaluation System	Required
	May 16, 2025	End of Year Summative Evaluation Acknowledgement Deadline	Required
	May 6-10, 2025	Notify Administrator and Director of Educator Effectiveness of Filing an Evaluation Appeal within 5 business days of Summative Review Conference	Optional

*The Mid-Year Connection and Snapshot is highly recommended as a best practice in evaluation, as well as to provide a mid-year review well in advance of the summative evaluation.