

PROFESSIONAL GROWTH AND EVALUATION TIMELINE

Process				
Pre-Assessment	Goal Setting	Formative Assessment		Summative Assessment
<p>Initial Reflection: Self Assessment Tool. As a result of this reflection, teachers will identify which criteria they'd like to focus on for professional growth.</p> <p>Formal Observation: First gathering of evidence in the setting of a complete lesson observation before the end of October.</p>	<p>Goal Setting Conference: Review the first collections of evidence and self-assessment.</p> <p>Teacher and principal determine the area of growth and determine the area of student growth.</p>	<p>Additional Evidence Gathering: Collection of evidence and artifacts via walk-through observations, or formal observations, artifact submissions, etc.</p> <p>Mid-Year Rubric Discussion: Formal conversation associating evidence to each rubric. Discuss progress toward professional growth goals and student growth goals.</p> <p>Follow-Up Action Planning: Based upon the current evidence, agree upon next steps for further evidence collection.</p>	<p>Final Evidence Gathering: Complete Action Plan to gather evidence.</p>	<p>Summative Evaluation Prepared: Based on the collection of evidence gathered by principal and teachers.</p> <p>Summative Reflection Conferences: Discuss the summative evaluation and summative teacher reflection.</p>

Recommended Timeline: These dates are flexible with the exception of May 31.

September	October	November	December - March	April	May	June
<p>Initial Reflection:</p> <p><u>Prior to Formal Observation</u></p>	<p>Formal Observation:</p> <p><u>Before October 31</u></p>	<p>Goal Setting Conference</p> <p><u>Before November 30</u></p>	<p>The gathering of additional evidence continues</p> <p>Mid-Year Meeting - Follow-up plans are formed as a result of the meeting</p>	<p>The last date for evidence submission is <u>April 30</u></p> <p>Summative Reflections to be completed by <u>April 30</u></p>	<p>Summative Evaluations due <u>May 31 per CBA</u></p> <p>Summative Reflection Conference: <u>Before May 31</u></p>	

