

CERTIFICATED EVALUATION TIMELINES

2019-2020 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 26 - September 20, 2019	August 26 – September 20, 2019
Objectives/Assessment Discussion Conference (no later than 35 calendar days after school starts)	September 27, 2019	September 27, 2019
Employee Turns In Written Objectives, Criteria and Assessment Techniques To Supervisor (10 workdays after conference)	October 11, 2019	October 11, 2019
Supervisor Review of Objectives (Must approve or disapprove within 10 workdays)	October 25, 2019	October 25, 2019
Last Day Progress Check/ Remediation Plan For Prob 2 (50 work days before summary evaluation report)	November 20, 2019	October 29, 2019
Last Day Progress Check/ Remediation Plan For Prob 1, Intern & Permanent (50 work days before summary evaluation report)	February 11, 2020	February 7, 2020*
Summary Evaluation Draft For Prob 2 Discussion, meeting, Then final copy (3 rd Friday of February) Due no later than	February 21, 2020	
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, 2020	May 15, 2020
Evaluation Due to Employee Not later than 30 calendar days prior to the last day of school	May 8, 2020	June 19, 2020

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.