

APPENDIX 8g-1 FOCUSED EVALUATION TIMELINE

2022-23 FOCUSED Evaluation Timeline for Classroom Teachers

DEADLINE	ACTIVITY
By September 20, 2022	Notify employee that he/she will be on focused evaluation <i>*For those hired after first day of school, notify within 10 days of employment</i>
Between Sept. 21, 2022, and Oct. 19, 2022	Meet with employee to conduct Beginning of the Year Conversation.
By October 31, 2022	Student Growth Goals Recording form submitted to supervisor
By November 15, 2022	Form signed by both employee and evaluator will be returned to employee.
Observation/Conversation/Reports	
The evaluator will conduct a minimum of 2 observations totaling 60 minutes. Each observation must be at least 15 minutes. At least 1 observation needs to be conducted in a classroom setting.	Date, time and place of observation(s) are mutually agreed upon by evaluator and employee.
Within three (3) days of observation	Hold post-observation conference.
Within five (5) days of post-observation conversation	Provide written feedback to employee.
Recommended by May 25, 2023	Complete observations
Summative Reporting	
No later than June 12, 2023 (or within ten (10) days prior to the end of school)	Conduct end of the year conversation. Complete and sign final focused evaluation report.
By July 14, 2023 (or within fourteen (14) calendar days after the end of school)	Deadline for employee filing a written response to evaluation
By July 31, 2023	Send completed evaluation tool with final summative score to HR