

Track I & IIB

Annual Timeline – Probationary Teacher

Event/Task	Who?	When (on or before)?
Identify Primary Evaluator	Evaluator	October 1 st
IPD Goal-setting Meeting	Evaluator and Teacher	October 15 th (or mutually agreed upon date)
Self-assessment Completed	Teacher	October 15 th (or mutually agreed upon date)
Formal Observation #1	Evaluator	December (or mutually agreed upon date)
Post-Observation Meeting #1	Evaluator and Teacher	December (or mutually agreed upon date)
Formal Observation #2	Evaluator	February
Post-Observation Meeting #2 Mid-Year IDP Progress Meeting	Evaluator and Teacher	February
Formal Observation #3	Evaluator	April
Post-Observation Meeting #3	Evaluator and Teacher	April
Sample of Student Growth Submitted	Teacher	May (First Friday) or as otherwise mutually agreed
Evidence/Artifacts for IDP Goals Submitted	Teacher	May (First Friday) or as otherwise mutually agreed
End of Year Evaluation Conference	Evaluator and Teacher	May (Second Week) or as otherwise mutually agreed
End of Year Evaluation Completed	Evaluator and Teacher	May (Second Week) or as otherwise mutually agreed