



Santa Rosa County District Schools



Evaluation Calendar Overview

Employee Classification	Pre-Planning July 1 – Start of School	1 st Quarter of school year	2 nd Quarter of school year	3 rd Quarter of school year	4 th Quarter of school year	Post-Planning End of School Year – June 30th
<p>Instructional Personnel</p>	<ul style="list-style-type: none"> *Orientation of system *Review of assessment process, changes *Review of rubric *Review student data from previous year 	<ul style="list-style-type: none"> *Start Current Year Evaluations *Self- Assessment *Teachers and administrators create MyLearning Plan (PDP) and review with administrator. *First informal observation (all teachers) *Complete last year's evaluation when data is available *IPs I, II: Formal Fall Observation by Building Administrator 	<ul style="list-style-type: none"> *Second informal observation (all teachers) *Reflection on MyPD goals *IP Is: 1st Semester Evaluation by Administrator IPs I, II: All Formal Fall Observations by Building Administrator completed 	<ul style="list-style-type: none"> *Third informal observation (all teachers) *Administrator completes formal Spring Observation (IPs, I,II,III), Formal Spring on IP IV if recertification year 	<ul style="list-style-type: none"> *Outcome Statement *Fourth informal observation (all teachers) *Complete PDP and observation data *Administrator completes formal Spring Observation (IPs, I,II,III), Formal Spring on IP IV if recertification year <p style="text-align: center;">ALL OBSERVATIONS COMPLETED BY MAY 15</p>	<p>*Evaluation completion will occur once all data has been received and is imported into the evaluation system. This typically occurs the following school year.</p> <p style="text-align: center;">*ALL PDP'S, OBSERVATIONS COMPLETED AND SIGNED OFF BY JUNE 2</p>
<p>Professional Orientation Program (POP/ EPOP)</p>	<ul style="list-style-type: none"> *POP Team selected within two weeks of initial hire. *Orientation of system *Review of assessment process *Review of rubric *Review Appeal Process 	<ul style="list-style-type: none"> *First formal observation by Peer Educator within 20 days of employment *First formal observation by Bldg. Admin after Peer Mentor 20 day formal observation: within first 45 days. * Complete IP 1 1st quarter requirements 	<ul style="list-style-type: none"> * Other Educator formal observation *Complete IP 1 2nd quarter requirements *1st Semester Evaluation by Building Administrator 	<ul style="list-style-type: none"> *Other Educator formal observation *Complete IP 1 3rd quarter requirements 	<ul style="list-style-type: none"> *Final Formal observation by Peer Mentor *Final Formal Observation by Building Administrator after Peer/Mentor formal observation *Complete IP 1 4th quarter requirements 	<ul style="list-style-type: none"> *POP completion in PEARS. *The formal and informal observations completed by the Building Administrator are tied into the evaluation system *Evaluation completion will occur once all data has been received and is imported into the evaluation system. This typically occurs the following school year. <p style="text-align: center;">*Due June 2</p>



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Education Support Employees	<ul style="list-style-type: none"> Orientation of system Review of assessment process Review of rubric Review student data 	<ul style="list-style-type: none"> Start Current Year Evaluation Self-Assessment Complete last year's evaluation when data is available 			<ul style="list-style-type: none"> Complete Evaluation <p>Due April 15 Completed and signed off</p>	<ul style="list-style-type: none"> Evaluation completion will occur once all data has been received and is imported into the evaluation system. This typically occurs the following school year.
School Based Administrator	<ul style="list-style-type: none"> Orientation of system Review of assessment process Review of rubric Review student data from previous year 	<ul style="list-style-type: none"> Start Current Year Evaluation Self -Assessment Areas of Focus Consensus Assessment Create PDP and review with administrator. Complete last year's evaluation when data is available 	<ul style="list-style-type: none"> First Progress Report <p>DUE OCTOBER 11</p>	<ul style="list-style-type: none"> Reflection on goals Reflection/Tracking Progress Second Progress Report <p>DUE DEC. 19</p>	<ul style="list-style-type: none"> Third Progress Report <p>DUE MARCH 12</p>	<ul style="list-style-type: none"> Evaluation completion will occur once all data has been received and is imported into the evaluation system. This typically occurs the following school year. Complete PDP Outcome Statement Complete Final Evaluation <p>DUE JUNE 26</p>
District Level Leaders/ Administrator	<ul style="list-style-type: none"> Orientation of system Review of assessment process Review of rubric Review student data from previous year 	<ul style="list-style-type: none"> Start Current Year Evaluation Self -Assessment Areas of Focus Consensus Assessment Create PDP and review with administrator. Complete last year's evaluation when data is available 	<ul style="list-style-type: none"> First Progress Report <p>DUE OCTOBER 11</p>	<ul style="list-style-type: none"> Reflection on goals Reflection/Tracking Progress Second Progress Report <p>DUE DEC. 19</p>	<ul style="list-style-type: none"> Third Progress Report <p>DUE MARCH 12</p>	<ul style="list-style-type: none"> Evaluation completion will occur once all data has been received and is imported into the evaluation system. This typically occurs the following school year. Complete PDP Outcome Statement Complete Final Evaluation <p>DUE JUNE 26</p>